

[Your School's Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Teacher's Name],

This is to officially confirm that you have been relieved of your duties as a [Subject] Teacher at [School's Name] effective [Last Working Day, e.g., October 15, 2023].

During your tenure with us from [Start Date] to [End Date], we appreciate your contributions to the academic and personal development of our students. Your dedication and commitment have been greatly valued.

We wish you all the best in your future endeavors.

Sincerely,

[Principal's Name]

[Principal's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

[Contact Information]