

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Recipient's Name],

This is to certify that [Teacher's Name], daughter of [Parent's Name], was employed as a [Designation, e.g., "class teacher for grade X"] at [School Name] from [Start Date] to [End Date].

During her tenure, she demonstrated exemplary dedication and commitment to her role. She has successfully contributed to the overall development of her students and has been an integral part of our teaching staff. We acknowledge her resignation, effective from [Last Working Day]. As per her request, this letter serves as a formal relieving document confirming that she has fulfilled all her responsibilities and obligations during her time with us.

We wish her the very best in her future endeavors.

Sincerely,

[Your Name]

[Your Designation]

[School Name]

[Signature]