

[Your School Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Relieving Letter

This is to certify that [Employee Name], who served as a [Designation] at [School Name] from [Start Date] to [End Date], has been relieved of their duties as of [Relieving Date].

During their tenure, [Employee Name] demonstrated professionalism, dedication, and commitment to their responsibilities. We appreciate their contributions to our school community and wish them all the best in their future endeavors.

If you have any questions or require further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Designation]

[School Name]

[Signature]