

[Your School's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Relieving Letter

Dear [Employee's Name],

This is to certify that you have been employed with [School Name] as a Primary School Teacher from [Start Date] to [End Date].

We acknowledge the receipt of your resignation letter dated [Resignation Date] and hereby relieve you from your duties effective from [Last Working Day].

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

Thank you and best wishes.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[Contact Information]

[Signature]