

[School Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, ZIP Code]

Subject: Relieving Letter

To Whom It May Concern,

This is to certify that [Teacher's Name], employed as a [Subject/Grade] teacher at [School Name] from [Start Date] to [End Date], has successfully completed their tenure with us. During their time at our institution, [Teacher's Name] demonstrated exceptional dedication, professionalism, and commitment to the growth of students and the school community.

We appreciate their contributions and wish them all the best in their future endeavors.

For any further information, please feel free to contact us.

Sincerely,

[Principal's Name]

[Principal's Designation]

[School Name]

[School Address]

[City, State, ZIP Code]

[Contact Information]