

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Recipient's Name],

This is to formally acknowledge the resignation of [Teacher's Name], who served as a [Subject/Grade] teacher at [School Name] from [Start Date] to [Last Working Day].

We confirm that [Teacher's Name] has completed all necessary responsibilities and has been duly relieved from their duties as of [Last Working Day].

We appreciate [his/her/their] contributions to our institution and wish [him/her/them] all the best in [his/her/their] future endeavors.

Should you require any further information or verification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]