

[Your School's Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

To Whom It May Concern,

This is to certify that [Teacher's Name], who has worked with us at [School's Name] from [Start Date] to [End Date], has successfully completed their tenure as [Subject/Grade] Teacher. During their time with us, [he/she/they] demonstrated exemplary skills in teaching, dedication to students, and a strong commitment to the school's mission.

We acknowledge and appreciate [his/her/their] contributions and efforts towards fostering a positive learning environment. [Teacher's Name] has decided to pursue new opportunities, and we wish [him/her/them] all the best in [his/her/their] future endeavors.

Should you require any further information, please feel free to contact us.

Sincerely,

[Principal's Name]

[Principal's Title]

[School's Name]

[School's Address]

[School's Phone Number]

[School's Email Address]