

[School Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Teacher's Name],

This is to formally acknowledge the resignation letter submitted by you on [Date of Resignation] and to confirm your last working day with [School Name] as [Position] was on [Last Working Day].

We appreciate your service and dedication during your tenure from [Start Date] to [Last Working Day]. Your contribution to our school and the impact you have made on our students will be remembered fondly.

This letter serves as a relieving letter, and you are hereby relieved of your duties and responsibilities as per the notice period you provided.

We wish you all the best in your future endeavors.

Sincerely,

[Principal's Name]

[Principal's Designation]

[School Name]

[School Address]

[Contact Information]

[School Seal/Signature]