

[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 receipt of your resignation letter dated [Date of Resignation]. We hereby relieve you from your duties as a [Subject/Grade] teacher at [School Name], effective [Last Working Day].

We appreciate your contributions to our school and the positive impact you have made on the students and staff during your tenure from [Start Date] to [Last Working Day].

We wish you all the best in your future endeavors.

Thank you for your service.

Sincerely,

[Principal's Name]

[Designation]

[School Name]

[School Address]

[City, State, Zip Code]

[Contact Information]