

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Subject: Relieving Letter

Dear [Recipient's Name],

This is to certify that Mr./Ms. [Teacher's Name], who served as a Secondary School Teacher in the [Subject/Department] at [School Name] from [Start Date] to [Last Working Date], has been relieved from their duties and responsibilities as of [Date of Relieving].

During their tenure, Mr./Ms. [Teacher's Name] has contributed significantly to the academic and personal growth of students and has been a valuable part of our teaching staff. We appreciate their dedication and wish them the best in their future endeavors.

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

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]