

[School Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Relieving Letter

Dear [Recipient Name],

This is to formally acknowledge that [Teacher's Name] has resigned from their position as [Designation] at [School Name]. Their last working day was [Last Working Day], in accordance with the notice period.

We appreciate [Teacher's Name]'s contributions to our school during their tenure from [Start Date] to [Last Working Day]. We wish them the best in their future endeavors.

This letter serves as a formal relieving letter and confirms that [Teacher's Name] has cleared all their responsibilities and obligations towards the school.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]