

[School Letterhead]
[School Name]
[School Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Teacher's Name]
[Teacher's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

This is to formally acknowledge the receipt of your resignation and to confirm that you have been relieved from your duties as a teacher at [School Name] effective [Last Working Day].

We appreciate your contributions during your tenure with us and wish you all the best in your future endeavors.

If you require any further assistance, please do not hesitate to reach out.

Sincerely,

[Principal's Name]
[Designation]
[School Name]