

[School Letterhead]
[School Name]
[School Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Subject: Relieving Letter
Dear [Recipient Name],

We hereby acknowledge the receipt of your resignation letter dated [Date of Resignation Letter] and confirm that your last working day with [School Name] was [Last Working Day].

This letter serves to formally relieve you from your duties and responsibilities as a [Designation] at [School Name]. We appreciate your contributions to the school during your tenure from [Start Date] to [Last Working Day].

We wish you the best in your future endeavors and hope you achieve all your aspirations.

Thank you for your service.

Sincerely,

[Your Name]
[Your Designation]
[School Name]