

## Teacher Relieving Letter Format - Sample Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for Relieving Letter

Dear [Principal's Name],

I hope this letter finds you well.

I am writing to formally request a relieving letter from my position as [Your Position, e.g., Teacher] at [School Name]. I have thoroughly enjoyed my time working at [School Name], and it has been a pleasure to contribute to the academic growth and development of the students.

However, due to [Specify Reason for Leaving, e.g., personal reasons, career advancement, etc.], I am resigning from my position effective [Last Working Day, e.g., MM/DD/YYYY]. As part of the formal resignation process, I kindly request a relieving letter to acknowledge the termination of my employment with [School Name].

I would appreciate it if the relieving letter could include the following details:

- Confirmation of my employment tenure at [School Name], including the start date and end date
- Acknowledgment of my resignation and the effective date of my departure
- Any other relevant information or remarks deemed necessary

I understand that there may be administrative procedures to follow, and I am willing to assist in any way to ensure a smooth transition. Additionally, if there are any exit formalities or documentation that require my attention, please let me know, and I will complete them promptly.

I would like to take this opportunity to express my gratitude for the support and guidance I have received during my time at [School Name]. I am grateful for the opportunity to have been a part of the [School Name] community and will cherish the memories and experiences gained here.

Thank you for your attention to this matter. I look forward to receiving the relieving letter at your earliest convenience.

Yours sincerely,

[Your Name]