

## Relieving Letter

Date: \_\_\_\_\_

Name

\_\_\_\_\_ Teacher/Lecturer

Name of the School/College/University

Address

Subject: **Relieving Letter**

Dear \_\_\_\_\_,

This is in reference to your resignation from the post of \_\_\_\_\_ teacher/lecturer at \_\_\_\_\_ School/College/University. We would like to inform you that we have accepted your resignation from this position and you will be relieved from your responsibility with effect from \_\_\_\_\_.

Please visit the principal's/dean's office in Block B of the school building to verify your documents and receive your full and final settlement within the period of \_\_ days. We appreciate your contributions and mentorship at the school. We wish you a successful future.

Regards,

Principal/Dean

Signature