Qatar teacher relieving letter

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Date: [Issue date]
Workplace: Doha
To whom it may concern,
This is to confirm that [Employee Name], Qatar ID [Qatar ID], was released from service by [Company]. The role was Grade 4 English teacher. The last working day is [Last working day].
Joined: [Date]
Returned: class registers, laptop, and staff ID card
The school records that [Employee Name] was released from the Grade 4 English post on [Date].
This letter is not a government service book.
It does not calculate end-of-service pay and it does not cancel a residence permit or a visa.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____