Teacher relieving letter

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Science teacher
Grades: 6, 7 and 8
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from [Company] at the close of [Date]. She taught science to grades 6, 7 and 8. She returned the class registers for those grades, the laboratory key, and her staff card to the principal's office. This letter is not a government service book, a transfer certificate for a pupil, or a statement of her training credentials.
No remark is made on examination results. Result sheets stay with the examination file.
For [Company name]
Authorised signatory: [principal]
School stamp: _____