

Notice of Contract Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that due to unforeseen budget cuts impacting our institution, we are forced to terminate your academic contract. This decision has been made in accordance with our updated financial protocols and is necessary to maintain the overall viability of our programs.

Your last day of employment will be [Insert Last Working Day]. Please ensure all materials and responsibilities are transitioned smoothly prior to this date.

We appreciate your contributions and commitment during your tenure with us and sincerely hope to maintain a positive relationship moving forward. Should circumstances improve, we would welcome the opportunity to reconsider your involvement with our institution.

If you have any questions regarding this decision or the transition process, please do not hesitate to contact [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]