

Letter of Termination of Academic Contract

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to terminate my academic contract with [Institution Name] due to my impending relocation to [New Location]. It is with regret that I make this decision, as I have greatly valued my time at [Institution Name] and the opportunities for professional growth it has provided.

According to the terms of my contract, I am providing this written notice [insert notice period, if applicable]. My last date of engagement will be [insert date]. I will ensure that any ongoing responsibilities are transitioned smoothly before my departure.

I appreciate the support and opportunities that [Institution Name] has offered me. I look forward to staying in touch and hope to collaborate in the future.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Department]