

Academic Contract Termination Letter

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Faculty Member's Name]

[Faculty Member's Position]

[Department Name]

[University Name]

Dear [Faculty Member's Name],

We regret to inform you that your academic contract with [University Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the policies outlined in our faculty handbook.

We appreciate the contributions you have made during your tenure, and we wish you the best in your future endeavors. Please arrange to return any university property and complete the exit procedures with the HR department by [Exit Date].

If you have any questions regarding this termination, do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]