

Academic Contract Termination Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that your academic contract with [Institution Name] is hereby terminated, effective immediately, due to violations of the policies outlined in the [Policy Document/Handbook Title].

The specific violations include:

- [Violation 1]
- [Violation 2]
- [Violation 3]

In accordance with the established procedures, this decision is final. You are required to return any institutional property in your possession and clear any outstanding obligations.

We appreciate your understanding in this matter. Should you have any questions regarding this termination, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]