

Letter of Termination of Academic Contract

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate my academic contract, effective [Insert Effective Date]. This decision comes as a result of personal reasons that require my immediate attention and commitment.

I want to express my gratitude for the opportunities I have had during my time at [Institution's Name]. It has been a privilege to work alongside such dedicated professionals and contribute to [specific projects or responsibilities].

Please inform me about the necessary steps I need to undertake to ensure a smooth transition. I am committed to fulfilling any outstanding obligations before my departure.

Thank you for your understanding, and I hope to stay connected in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]