

Academic Contract Termination Notification

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Department Name]
[University/Institution Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of my academic contract due to the discontinuation of the [Program Name] program as of [Effective Date].

As a result of this discontinuation, I will no longer be able to fulfill the obligations outlined in our agreement. I appreciate the support and opportunities I have received during my time in the program.

Please let me know if there are any further steps I need to follow to finalize this process. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]