

# Academic Contract Termination Letter

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Institution]

Dear [Employee's Name],

We regret to inform you that your employment contract as [Employee's Position] with [Your Institution] will be terminated, effective [Termination Date]. This decision has been made following [brief reason for termination, e.g., completion of project, funding constraints, etc.].

Please ensure that you return any university property and settle any outstanding matters before your departure. We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]