

Letter of Termination of Academic Contract

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally inform you of the termination of your academic contract with [Institution's Name], effective [Effective Date]. This decision has been made as part of strategic restructuring efforts essential for the future direction and sustainability of our academic programs.

We deeply appreciate your contributions during your tenure and acknowledge the impact of your work on our institution. This decision was not made lightly and reflects broader institutional goals rather than your individual performance.

Please ensure that all property belonging to [Institution's Name] is returned by [Return Date]. Additionally, we will arrange a meeting on [Meeting Date] to discuss any questions you may have and to assist with your transition.

Thank you once again for your dedication and service to our community. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]

[Your Contact Information]