

Non-Renewal of Contract Notification

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that after careful consideration, the decision has been made not to renew your contract for the position of [Position Title] at [Institution Name], effective [Contract End Date].

This decision is based on [brief explanation if appropriate, such as performance reviews, departmental needs, etc.]. We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

If you have any questions regarding this decision, please do not hesitate to reach out.

Thank you for your service to [Institution Name].

Sincerely,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]