

Formal Notice of Non-Renewal

Date: [Insert Date]

[Your Name]
[Your Title]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that your contract for the position of [Position] at [School/Institution Name] will not be renewed for the upcoming academic year. This decision is in accordance with the school's policies and procedures regarding faculty contracts.

We appreciate the contributions you have made to our institution during your time here. Your efforts in [specific contributions or experiences] have positively impacted our students and community.

Please feel free to reach out if you would like to discuss this matter further. The school administration is committed to providing support during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[School/Institution Name]