

Letter of Contract Conclusion

Date: [Insert Date]

[Instructor's Name]

[Instructor's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

We would like to express our gratitude for your contributions as an instructor at [Institution/Organization Name]. This letter serves to formally inform you that your contract, which is set to conclude on [Insert End Date], will not be renewed for the upcoming term.

We appreciate your dedication and the impact you have made on our students during your tenure. Your efforts in [mention specific achievements or contributions] have not gone unnoticed.

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

Thank you once again for your service and wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Institution/Organization Name]

[Contact Information]