

Non-Renewal of Instructor Contract

Date: [Insert Date]

Instructor Name: [Insert Instructor's Name]

Address: [Insert Instructor's Address]

Dear [Instructor's Name],

We are writing to inform you that after careful consideration, we will not be renewing your instructor contract for the upcoming academic year. This decision has been reached in accordance with our institutional policies and evaluations.

We appreciate the contributions you have made during your tenure with us and thank you for your dedication to our students.

If you have any questions regarding this decision, please feel free to reach out to [Contact Person/Department].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]