

Instructor Contract Termination Notice

Date: [Insert Date]

Instructor Name: [Insert Instructor's Name]

Instructor Address: [Insert Address]

Dear [Instructor's Name],

We are writing to formally inform you that your contract as an instructor at [Institution/Organization Name], dated [Insert Contract Start Date], will not be renewed upon its expiration on [Insert Contract End Date]. This decision is in alignment with our current organizational policies and staffing requirements.

We would like to take this opportunity to thank you for your contributions during your tenure with us, and we appreciate the efforts you have put into your role.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution/Organization Name]

[Contact Information]