

Instructor Employment Contract Non-Renewal

[Your Institution's Name]

[Institution's Address]

[City, State, Zip Code]

[Date]

[Instructor's Name]

[Instructor's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

We are writing to inform you of the decision regarding your employment contract for the position of Instructor for the [specific course/department] at [Your Institution's Name]. After careful consideration, we regret to inform you that your contract will not be renewed for the upcoming academic year.

This decision is based on [brief reason for non-renewal, e.g., program restructuring, performance evaluations, etc.]. We want to express our sincere appreciation for your contributions during your tenure at our institution.

Your last working day will be [specific date]. Please ensure that all necessary paperwork and materials are submitted by that date.

Should you have any questions regarding this decision, please feel free to reach out to [contact person, title, and contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]