

Non-Renewal Notification for Instructor Contract

Dear [Instructor's Name],

We are writing to inform you that your contract with [Institution Name] as an instructor will not be renewed for the upcoming academic year.

While we appreciate your contributions during your tenure, after careful consideration, we have decided to move in a different direction. Your current contract will remain in effect until [Contract End Date].

Should you have any questions or require further clarification, please feel free to reach out to the administration office. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Institution Name]
[Contact Information]