

Letter of Non-Renewal of Faculty Instructor Contract

Date: [Insert Date]

[Instructor's Name]

[Instructor's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

We hope this letter finds you well. We are writing to inform you that after careful consideration, the [Department Name] has decided not to renew your contract as a Faculty Instructor for the upcoming academic year.

Your current contract will conclude on [End Date of Current Contract]. We appreciate your contributions to our department and the impact you have had on your students during your tenure.

If you have any questions regarding this decision or need further information, please feel free to reach out to [Department Chair or HR Contact Name] at [Contact Information].

Thank you for your service and dedication to [Institution Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Department Name]

[Contact Information]