

Notice of Non-Renewal of Teaching Contract

Date: [Insert Date]

To: [Teacher's Name]
[Teacher's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

We are writing to officially inform you that your teaching contract will not be renewed for the upcoming academic year, effective [Insert Effective Date]. This decision has been made after careful consideration.

We appreciate the contributions you have made to [School/Institution Name] during your tenure. Please note that this decision is not a reflection of your performance but rather due to [briefly explain reason if appropriate, e.g., budget constraints, program changes, etc.].

Your last day of teaching will be [Insert Last Working Day]. We encourage you to reach out to the HR department should you have any questions regarding your final paycheck and benefits.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[School/Institution Name]
[School/Institution Address]