

# Notification of Non-Renewal of Instructor Position

[Date]

[Instructor's Name]

[Instructor's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

We hope this message finds you well. This letter serves to formally notify you that your position as an instructor in the [Department/Program Name] will not be renewed for the upcoming academic year.

This decision is based on [brief reason for non-renewal, if appropriate, e.g., departmental restructuring, budget constraints, performance evaluations]. Your last day of employment will be [last working day].

We appreciate the contributions you have made during your tenure and wish you success in your future endeavors. If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person's Name or HR Department].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]