

Contract Termination Notice

Date: [Insert Date]

[Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

We regret to inform you that due to recent policy changes within our institution, we must terminate your employment contract effective [Insert Termination Date]. This decision has been made in accordance with the new guidelines established by [Mention Relevant Policy/Board].

Your contributions to our educational community have been greatly appreciated, and we acknowledge the dedication you have shown throughout your time with us. We are committed to assisting you during this transition and will provide you with all necessary documentation regarding your termination.

Please feel free to reach out if you have any questions or need further clarification regarding this decision. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]