

Contract Termination Letter

Date: [Insert Date]

[Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

We regret to inform you that your employment with [School/Institution Name] is hereby terminated effective immediately, due to misconduct.

This decision is based on [briefly outline misconduct, e.g., violation of school policies, inappropriate behavior]. Despite previous discussions, there has been insufficient improvement in your conduct.

Please return any school property in your possession by [insert return date]. You will receive your final paycheck, including any accrued leave, by [insert date].

We appreciate your contributions to the school and wish you the best in future endeavors.

Sincerely,

[Your Name]

[Your Title]

[School/Institution Name]

[Contact Information]