

Contract Termination Letter

Date: [Insert Date]

[Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

After careful consideration, we regret to inform you that your contract with [School/Organization Name] will be terminated effective [Effective Termination Date] due to performance issues.

Despite our previous discussions and the support provided for your professional growth, we have not observed the necessary improvements in your performance as outlined in our evaluations. The following specific areas have been of concern:

- [List specific performance issues]
- [List specific performance issues]
- [List specific performance issues]

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Should you require further information or wish to discuss this matter, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]