

Letter of Contract Termination

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 staffing restructuring within [School/District Name], we must terminate your contract effective [Termination Date]. This decision was made after careful consideration of our current operational needs and educational requirements.

We sincerely appreciate your contributions to our educational community and recognize the commitment you have shown to your students and colleagues during your tenure.

Please arrange to return any school property and settle any outstanding matters by your end date. Our HR department will provide you with information regarding your final paycheck and benefits.

Thank you for your understanding in this matter. We wish you the best in your future endeavors.

Sincerely,

[Your Name] [Your Position] [School/District Name] [Contact Information]