

Contract Termination Agreement

Date: [Insert Date]

[Educator's Name]
[Educator's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Educator's Name],

We are writing to formally acknowledge the mutual agreement to terminate your contract as [Position] at [Institution's Name], effective [Termination Date]. This decision was made after careful consideration and discussion between both parties.

We appreciate your contributions to [Institution's Name] during your tenure and recognize the efforts you've made towards our educational goals. As per our agreement, all obligations and responsibilities will be settled by the termination date.

Please ensure that all school property is returned, and any pending matters are addressed before your departure.

If you have any questions or need further assistance during this transition, feel free to contact us.

Thank you for your service and best wishes for your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Institution's Name]
[Contact Information]