

Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate my educator contract with [School's Name], effective [Last Working Day, typically two weeks from the date above]. This decision is based on personal reasons that require my immediate attention and commitment.

Please let me know how I can assist in the transition process during my remaining time at the school. I am committed to ensuring a smooth handover of my responsibilities.

I want to express my gratitude for the opportunities I have had while working at [School's Name]. It has been a privilege to educate and work with our students and staff.

Thank you for your understanding. I wish [School's Name] continued success in the future.

Sincerely,

[Your Name]