

Termination of Educator Contract

Date: [Insert Date]

To: [Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

We regret to inform you that due to significant budget cuts impacting our school's financial resources for the upcoming academic year, we must terminate your educator contract effective [Insert Effective Termination Date].

This decision was not made lightly and is in response to the necessary adjustments we need to make to ensure the sustainability of our education programs. We value the contributions you have made during your time with us and appreciate your dedication to our students.

As per the terms of your contract, you will receive [details about severance, final paycheck, etc.]. Please feel free to reach out if you have any questions regarding this process or your final compensation.

We wish you the best in your future endeavors and thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]