

Letter of Termination of Educator Contract

Date: [Insert Date]

[Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. After careful consideration, we accept your resignation from your position as [Insert Position] effective [Insert Last Working Day].

We appreciate the contributions you have made to our educational community and wish you the best in your future endeavors. Please ensure that all necessary documents and materials are returned to the school by your last working day.

Thank you for your dedication and service.

Sincerely,

[Your Name]

[Your Title]

[School or Institution Name]

[Contact Information]