

Notice of Non-Renewal of Contract

[School/Institution Name]

[School Address]

[City, State, ZIP Code]

Date: [MM/DD/YYYY]

To: [Teacher's Full Name]
[Teacher's Position/Department]
[Teacher's Address]

Dear [Teacher's Name],

This letter serves as the official notice of the non-renewal of your employment contract for the academic year [Year/Term], pursuant to the policies and guidelines set forth by [School/Institution Name]. After careful consideration, it has been decided that your current contract, which will expire on [Contract Expiration Date], will not be renewed.

Please understand that this decision does not reflect upon your personal or professional integrity. Should you require any further clarification, please contact [Principal/HR Representative Name] at [Contact Information].

We thank you for your dedication and contributions to our institution and wish you the best in your future endeavors.

Authorized Signature:

[Name]
[Title/Position]
Date:

Note: Please retain a copy of this notice for your records.