**School Letterhead**

**Employee Name**

**Address**

**Date**

Dear **Employee Name**:

This letter serves as notice of non-renewal of your Contract **(school year date).** Your existing contract for 2020-2021 ends on **(last day of current contract)**. We thank you for being a part of our school community and wish you the best with your future endeavors.

**Closing Signature**

**Title**