

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[School or Department Name]
[School District Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of [Position/Enrollment/Contract]

I am writing to formally notify you of the termination of [specific position, enrollment, or contract] effective [termination date].

[State reason for termination briefly, if appropriate. Example: "Due to personal reasons," or "As per the discussions we had regarding..."]

Thank you for the opportunities provided during my time at [School/Organization Name]. I appreciate the support and experiences gained.

Please let me know if there are any further steps I need to take to complete this process.

Sincerely,

[Your Name]

[Your Position/Relationship to the School]