**Termination Letter**

**[School Name]**  
[School Address]  
[City, State, ZIP Code]  
[Email Address]  
[Contact Number]

**Date:** [DD/MM/YYYY]

**To,**  
[Teacher’s Name]  
[Teacher’s Address]  
[City, State, ZIP Code]

**Subject: Termination of Employment**

Dear [Teacher’s Name],

We regret to inform you that your employment as a [Designation, e.g., Senior Teacher] at [School Name] is hereby terminated, effective from [Last Working Date, e.g., DD/MM/YYYY]. This decision has been made after a thorough review by the school administration and governing body.

The reason for this termination is [mention specific reason, e.g., "repeated violation of school policies and misconduct despite multiple warnings," "unsatisfactory performance and failure to meet the required teaching standards,".

Despite previous discussions and warnings issued on [mention previous warnings or discussions, if applicable], no significant improvement has been observed, which has compelled us to take this step.

As per the terms of your employment contract, you are required to complete all necessary formalities, including the return of school property (such as ID card, books, and any other resources) by [Last Working Date]. Your final salary, including any dues or deductions, will be settled in accordance with school policies.

Should you require any clarification regarding this matter, you may contact the school administration. We advise you to treat this matter with professionalism and to comply with the transition process smoothly.

We appreciate your past contributions to the institution and wish you success in your future endeavours.

Sincerely,

**[Director’s Name**

**Directior**

**School Name**

**[Principal's Name]**

Principal  
[School Name]