

Heartfelt notification to teacher about contract end

Subject: Notification of Contract Conclusion

Dear [Teacher's Name],

We are writing to inform you that your teaching contract with [School/Institution Name], which began on [Start Date], will end on [End Date]. While this marks the conclusion of your current term, we want to take this opportunity to express our heartfelt gratitude.

Your commitment to education and the care you have shown to your students has made a lasting impact. We sincerely appreciate your hard work and dedication throughout the contract period.

Please accept this letter as our official notification of the contract conclusion. We wish you every success in your future career and hope our paths cross again.

Warm regards,

[Your Name]

[Position]

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