

[Your School Letterhead or District Logo]

Date: [Insert Date]

To: [Teacher's Full Name]

From: [Your Full Name], Principal

Subject: Notice of Non-Renewal of Contract for [School Year]

Dear [Teacher's Name],

This letter is to formally inform you that your teaching contract with [School Name] will not be renewed for the [20XX–20XX] school year.

This decision was made after careful consideration of your performance over the course of the year and in alignment with the support and feedback provided through mentoring, instructional coaching, and administrative evaluations. While we recognize your strengths and dedication, we believe that the instructional alignment and outcomes necessary to meet the needs of our students have not been consistently demonstrated.

Please know that this decision was not made lightly. We deeply value the effort and professionalism you have shown throughout the year, and we acknowledge your responsiveness to the support provided.

You are expected to continue fulfilling your teaching responsibilities through the remainder of the current school year, including instruction, required meetings, and end-of-year procedures. If you would like to meet to discuss this decision further or would like support during your transition, please let me know.

Thank you for your service to our students and school community this year. We wish you the best in your future endeavors.

Sincerely,
[Your Name]
Principal, [School Name]
[Contact Information]

Principal's Pre-Meeting Checklist

◆ Preparation

Review documentation of support: observations, improvement plans, meeting notes.

Have a printed copy of the non-renewal letter ready.

Coordinate with your superintendent on roles in the meeting.

Book a private, neutral, uninterrupted meeting space.

◆ Mindset & Framing

Ground yourself in the why: student needs and instructional alignment.

Prepare to be direct yet compassionate.

Anticipate emotional responses and stay calm.

◆ Opening the Meeting

Thank the teacher for meeting.

Acknowledge their effort and growth attempts.

Clearly state: "We will not be renewing your contract for next year."

◆ Middle of the Meeting

Avoid over-explaining; refer to documentation if needed.

Offer the letter as a written summary.

Emphasize transition support and professionalism.

◆ Closing the Meeting

Reaffirm expectations for finishing the school year strong.

Offer to connect them with HR or resources if available.

Let them know you're available for follow-up if they need to talk later.