

Professional termination notice from parent

Subject: Notice of Termination of Daycare Services

Dear [Daycare Director/Administrator Name],

I am writing to formally notify you of my decision to terminate daycare services for my child, [Child's Name], effective [Date]. This letter serves as my [notice period, e.g., 30-day] notice as required by our enrollment agreement.

The reason for this termination is [brief reason: relocation, change in employment, switching to different care arrangement, etc.]. I have appreciated the care and attention your staff has provided to [Child's Name] during their time at [Daycare Name].

Please let me know what steps need to be completed for a smooth transition, including the return of any personal items and the final billing statement. I would also appreciate receiving a copy of [Child's Name]'s records and any documentation that may be needed for future care arrangements.

I am available to discuss this transition at your convenience and can be reached at [phone number] or [email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Date]

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