

Formal termination notice from daycare provider

Subject: Notice of Termination of Daycare Services

Dear [Parent/Guardian Name],

This letter serves as formal notice that [Daycare Name] will be terminating daycare services for [Child's Name], effective [Date]. This provides you with the required [notice period] notice as outlined in our enrollment agreement.

The reason for this termination is [specific reason: non-payment, behavioral issues, violation of policies, etc.]. Despite our previous discussions and attempts to resolve these concerns, we have determined that continued enrollment is not in the best interest of [Child's Name], our other enrolled children, or our staff.

During the remaining [time period], we will work with you to ensure a smooth transition. Please begin making alternative care arrangements immediately. We will provide you with copies of [Child's Name]'s records and any required documentation for their next care provider.

Your final statement will be calculated through the last day of attendance, and any applicable refunds or outstanding balances will be addressed according to our financial policies.

If you have questions about this decision or need clarification on the transition process, please contact me at [phone number] or [email address].

Sincerely,

[Director Name]

[Title]

[Daycare Name]

[Date]

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