

Emotional farewell due to family move

Subject: Saying Goodbye - Termination Due to Relocation

Dear [Daycare Staff] and [Director Name],

It is with a heavy heart that I write to inform you that we will be terminating [Child's Name]'s enrollment at [Daycare Name], effective [Date], due to our family's relocation to [City/State].

The past [time period] at your daycare have been incredibly precious to our family. [Child's Name] has grown so much under your care, and we have watched them develop friendships, learn new skills, and gain confidence in your nurturing environment. Your dedication, patience, and genuine love for the children has not gone unnoticed.

We will especially miss [specific staff members] who have formed such special bonds with [Child's Name]. The memories of [specific positive experiences] will always hold a special place in our hearts.

As we prepare for this transition, we would be grateful for any records or portfolio items that might help [Child's Name] adjust to their new care environment. We would also love to plan a small farewell gathering if that would be appropriate.

Please know that you will always be part of our extended family, and we hope to stay in touch. We have already recommended your wonderful program to several families in the area.

With much love and gratitude,

[Your Name] and the [Family Name] Family

[Date]

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