Formal Nursery Termination Letter

Subject: Termination of Nursery Admission

Dear [Parent Name],

We regret to inform you that the enrollment of [Child Name] at [Nursery Name] will be terminated effective [Termination Date]. This decision has been taken due to [Reason for Termination, e.g., non-payment of fees, behavioral issues, policy violation].

Please ensure that all personal belongings are collected and any outstanding fees are cleared by the termination date.

Sincerely,

[Principal/Manager Name]

[Nursery Name]

Get more templates here: https://www.lettersandtemplates.com/letters/nursery-termination-letter