

Daycare Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Daycare Name]

[Daycare Address]

[City, State, Zip Code]

Dear [Daycare Director/Provider's Name],

RE: Daycare Termination Notice

I hope this letter finds you well. I am writing to inform you that I have made the difficult decision to terminate the daycare services for my child, [Child's Full Name], effective [last day of daycare attendance]. Please consider this letter as my [X weeks/months]-notice, as required by the daycare's termination policy.

I want to express my sincere appreciation for the care and attention that [Child's Name] has received during their time at [Daycare Name]. It has been a positive experience overall, and I am grateful for the efforts put forth by the daycare staff in nurturing and educating my child.

The decision to terminate the daycare services is based on a combination of factors, including [briefly explain reasons for termination - e.g., changes in work schedule, family circumstances, relocation, etc.]. Although I regret having to make this decision, I firmly believe it is in the best interest of my child at this time.

I kindly request that you provide any necessary paperwork or information required for the smooth transition out of the daycare. Please inform me of any outstanding fees or dues, and I will ensure that all financial obligations are settled promptly.

Once again, I would like to express my gratitude for the care provided to [Child's Name] and for your understanding of this situation. If possible, I would appreciate any recommendations or feedback regarding my child's experiences at your daycare, as it would be valuable for future educational and developmental considerations.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any further discussions or clarifications.

Thank you for your attention to this matter, and I wish you continued success in providing exceptional care to other children.

Sincerely,

[Your Name]