

*(Date)*

Dear Parents,

After a great deal of consideration and with a heavy heart, I need to let you know that I can no longer offer *(child's name)* the kind of child care that *(he/she)* needs. *(Child's name)*'s last day of care will be *(Date)*. I know that in the right environment *(he/she)* will thrive and grow to her potential. Thank you so much for the opportunity to be a part of *(child's name)*'s life for so long, and I wish *(him/her)* all the best!

Sincerely,

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