

Daycare Resignation Letter to Provider

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Provider's Name]

[Daycare Center Name]

[Provider's Address]

[City, State, ZIP Code]

Dear [Provider's Name],

I am writing to formally notify you that I will be withdrawing [Child's Name] from [Daycare Center Name], effective [Last Day, e.g., MM/DD/YYYY]. This decision comes after careful consideration of our family's current needs and circumstances.

We have greatly appreciated the care and education that [Child's Name] has received at your facility since [he/she/they] started attending. Your staff's dedication and professionalism have played a significant role in [his/her/their] development, for which we are deeply grateful.

Please consider this letter as our [30-day notice, or however long the notice period is as per your contract] of termination of any services and agreements as per the terms outlined in our initial contract. During this period, we will ensure that all outstanding dues are settled to facilitate a smooth transition.

We hope to keep this transition as seamless as possible for [Child's Name] and would appreciate any assistance you can provide during this period. If there are any forms or further documentation that need to be completed, please let us know at your earliest convenience.

Thank you once again for the care and attention you have provided. We wish [Daycare Center Name] continued success and hope to keep in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]