

Letter of Termination

Childs Name _____ Todays Date _____ Last day _____

This letter is to inform Unique Individuals that we will no longer need child care and will be turning in our two week notice as of today. We are aware that we are still charged for two weeks whether we come or not. (Per Parent Handbook, In the event that i do not give written notice I will still be charged for those two weeks on the last day of enrollment.)

Reason for
termination: _____

Parent Signature _____
Director Signature _____