

Notification of Leaving School

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you that my child, [Child's Name], who is enrolled in [Grade/Class Name], will be leaving [School Name] effective [Last Day of Attendance].

This decision has not been made lightly, and we appreciate the support and education provided by the school. We are grateful for the experiences and memories that [Child's Name] has had during their time at [School Name].

If there are any further steps required to finalize this process, please let us know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]