

Tutor Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tutor's Name]

[Tutor's Address]

[City, State, Zip Code]

Subject: Termination of Tutoring Services

Dear [Tutor's Name],

I hope this letter finds you well. I am writing to formally inform you that, effective [termination date], I am terminating our tutoring arrangement.

This decision was made after careful consideration and is based on [brief explanation, if appropriate, e.g., changes in schedule, needs, etc.]. I appreciate your efforts and the time you have dedicated to tutoring me.

Please let me know if you have any outstanding invoices or materials that need to be returned. I wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]