

Letter of Cessation of Private Tutor Engagement

Date: [Insert Date]

Dear [Tutor's Name],

I hope this message finds you well. I am writing to formally notify you that I will be terminating our tutoring engagement effective [Last Day of Tutoring, e.g., "two weeks from today, [Insert Date]"].

We greatly appreciate the time and effort you have dedicated to supporting [Student's Name] in their academic journey. However, due to [reason for cessation, e.g., "a change in schedule" or "personal reasons"], we will no longer be able to continue our sessions.

Please let me know if you have any outstanding invoices or require additional information to wrap up our engagement.

Thank you once again for your guidance and support. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]