

# **Subject: Discontinuation of Tutor Services**

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you that, effective [Last Date of Service], I will be discontinuing my tutoring services for [Student's Name].

This decision was not made lightly, and I want to express my gratitude for the opportunity to work with [Student's Name]. It has been a pleasure to support their academic growth and achievements.

If you have any questions or need assistance transitioning to a new tutor, please feel free to reach out.

Thank you for your understanding, and I wish [Student's Name] all the best in their future studies.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Tutoring Business Name]