

Notice of Tutor Termination

Date: [Insert Date]

Dear [Tutor's Name],

We regret to inform you that, effective immediately, your tutoring services with [Institution/Organization Name] will be terminated.

This decision has been made due to [brief reason for termination, if appropriate]. We appreciate the time and efforts you have contributed during your tenure.

Please ensure that all materials and responsibilities are handed over by [insert handover date]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Institution/Organization Name]