

Notification of Discontinuation of Tutoring Services

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be discontinuing my tutoring services as of [Last Service Date]. This decision was not made lightly, but due to [brief reason if appropriate, e.g., personal commitments, schedule changes, etc.], I am unable to continue at this time.

I want to express my gratitude for the opportunity to work with you/your child. It has been a pleasure to assist with [mention any specific subjects or skills], and I wish you all the best in your future educational endeavors.

If you have any questions or need assistance in transitioning to another tutor, please feel free to reach out to me before [Final Contact Date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]