

Student Enrollment Termination Confirmation

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We are writing to formally confirm the termination of your enrollment at [Institution Name] effective [Termination Date]. This decision has been made in accordance with our institution's policies and procedures.

Please ensure that you have returned all materials and settled any outstanding fees or obligations by [Final Date for Settlement]. If you have any questions regarding your termination or need further assistance, feel free to reach out to our Student Services department.

Thank you for your time at [Institution Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]