

# Letter of Formal Termination of Caregiver Duties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to formally inform you that I will be concluding my duties as your caregiver effective [Last Working Day, e.g., "October 31, 2023"].

It has been an honor to assist you during this time, and I appreciate the trust you placed in me. As we transition, I assure you that I will do my best to ensure a smooth handover of care responsibilities.

If you have any questions or require further assistance during this transition, please do not hesitate to reach out.

Thank you for the opportunity to work with you, and I wish you all the best for the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]