

# Notification of Caregiving Services Ending

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that our caregiving services for [Client's Name] will be ending on [End Date]. This decision is due to [brief reason if appropriate, e.g., completion of service duration, or changes in care needs].

We want to extend our heartfelt appreciation for allowing us to support [Client's Name] during this time. It has been our privilege to provide care and companionship.

If you have questions or would like to discuss the transition, please feel free to contact us at [Your Contact Information]. We are here to assist you in this process.

Thank you for understanding, and we wish [Client's Name] all the best moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Agency/Organization Name]

[Your Contact Information]