[Date]

To the parent(s) of [Name of Child],

This letter is to inform you of the termination of daycare services at [Name of Daycare]. We have had multiple instances of [Name of Child]'s behavior becoming an issue at our center. We have spoken to you on multiple occasions regarding this behavior with no improvement.

[Name of Child]'s behavior is affecting the welfare of the children and staff at our center and we feel it is in the best interests of everyone at [Name of Daycare] that you seek daycare options for your child elsewhere.

We are a community and everyone must follow the rules outlined in the Code of Conduct and contract you signed at the start of your child's time with us. Your services terminate two weeks from the date of this letter, on [Date of Termination].

We hope you have better success at another center.

Sincerely,

[Name of Center Operator]