

[Your Name]  
[Your Title/Position]  
[Your Practice/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this letter finds you well.

I am writing to inform you that, after careful consideration, I have decided to terminate our therapeutic relationship effective [last session date]. This decision has not been made lightly and has been based on [briefly explain reason, e.g., "the conclusion of our treatment goals," "a lack of progress," or "my inability to provide the best support for your current needs."]

Please know that I value the time we have spent together and appreciate your openness during our sessions. To ensure a smooth transition, I am happy to provide you with referrals to other professionals who may better meet your needs.

If you have any questions or would like to discuss this matter further, please feel free to reach out to me before our final session.

Thank you for allowing me to be a part of your journey, and I wish you all the best in your continued growth and healing.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Credentials]