[Date]

[Participant Name]  
[Participant Address]

[Participant City, State, Zip Code]

Dear [Participant Name],

This letter is to inform you that [Program/Grantee Name] has unfortunately made the decision to dismiss you from [CEJA Program Name].

During the application and intake process, you signed an Acceptance and Commitment Letter outlining program requirements and expectations. You were also provided with a copy of [Program/Grantee Name]’s Discrimination, Harassment, and Bullying Policy [if applicable].

On [DATE] you were informed that you were not meeting program requirements related to [provide cause].

Despite this notification and attempts [list dates of remediation] to work with you to bring you back into compliance with program requirements, as of today you are still out of compliance.

Therefore, we have made the tough decision to terminate you from the [Program]. Effective immediately you are no longer eligible to receive Barrier Reduction Program resources, and your participation in [Program] has been terminated.

This is a decision that was not made lightly, and we regret that it has come to this. We wish you luck in your future endeavors.

Sincerely,

[Program Contact Signature]

[Program Contact Typed Name]  
[Program Contact Email]  
[Program Contact Phone Number]