



Dear West Virginia Academy Families,

We hope this letter finds you well. We are writing to inform you about a recent development at the West Virginia Academy. {Professor's Name} will no longer be a member of our teaching staff, effective {Termination Date}.

We value your partnership and support in creating a positive and nurturing learning environment for our scholars. We remain committed to providing the best possible education for your scholar and ensuring their well-being during this transition.

If you have any immediate concerns or questions, please do not hesitate to reach out to me directly at {Phone Number}. We appreciate your understanding and cooperation during this transitional time.

Sincerely,