Therapy ending letter templates

Templates from UpTopWeb (uptopweb.co.uk), version 1, November 2026. Free to use and adapt in your own practice. They aren't approved by any professional body: check them against your body's current guidance and talk them through with your supervisor. A letter confirms an ending; it doesn't replace talking to the client in a session. Replace everything in [square brackets], and delete these grey notes before you send.

1. Confirming a planned ending

Use after you and the client have agreed an ending date in a session. Send it a week or two before the last session.

Dear [client's first name],

As we agreed in our session on [date], our last session will be on [date] at [time]. I'm writing to confirm the date and what happens after we finish.

In our final session, we'll look back at the work we've done together and talk about anything you'd like to take forward. If there's something you'd like to make sure we cover, you're welcome to bring it.

After we finish, [you're welcome to get in touch again in future, and I'll let you know whether I have space / this will be a final ending, and I won't contact you again unless you get in touch].

I'll keep my notes of our work for [retention period], as set out in my privacy notice, and then delete them securely.

If you need support after we finish, you can contact your GP, or call Samaritans free on 116 123 at any time.

With best wishes,

[Your name]
[Professional title and membership, for example Registered Member MBACP]

2. When you need to end the work

Tell the client in a session first, and take the decision to supervision before you do. This letter confirms what you said. Give notice in proportion to how long you've worked together, and don't use a letter or message as the only way of ending.

Dear [client's first name],

Following our conversation in our session on [date], I'm writing to confirm that I'll need to bring our work together to an end. Our last session will be on [date].

As I explained, this is because [reason, in plain words, for example: I'm reducing my practice / I'm moving away from the area / I think another therapist with experience in [area] could help you more than I can]. It isn't because of anything you've done.

Between now and then we have [number] sessions left, and I'd like us to use them to look back at the work and plan what comes next for you.

If you'd like to continue with another therapist, I'm happy to help you find one. [I've included some details below / We can talk about options in our next session.] I won't share anything about you with anyone without your agreement.

[Optional: details of therapists or services, for example a named colleague, a low-cost service, or your professional body's therapist directory.]

If you need support before our next session, you can contact your GP, or call Samaritans free on 116 123 at any time.

With best wishes,

[Your name]
[Professional title and membership]

3. Closing the work when a client has stopped coming

Use after you've already followed up once, with no reply. Keep it short and warm, with no pressure and no blame. If you have any reason to think the client may be at risk, this isn't the right letter: take it to supervision.

Dear [client's first name],

I haven't heard from you since our session on [date], so I wanted to let you know that I'll close our work together for now. That's completely fine, and you don't need to explain.

If it would help, I'm happy to offer one final session to close our work properly. Just let me know by [date].

[If a session is unpaid, in one plain sentence: The fee for the session on [date] is still outstanding; you can pay by [method].]

You're welcome to get in touch again in future, and I'll let you know whether I have space. I'll keep my notes for [retention period], as set out in my privacy notice, and then delete them securely.

If you need support, you can contact your GP, or call Samaritans free on 116 123 at any time.

With best wishes,

[Your name]
[Professional title and membership]

Before you send any ending letter

□ You've talked about the ending in a session first, where that was possible and safe.

□ You've taken any ending you started to supervision.

□ The dates, retention period and future contact match your contract and privacy notice.

□ The support numbers are right for where the client lives (Samaritans 116 123 covers the UK and Ireland).

□ You're sending it by a route the client agreed to, and you've recorded the date sent in your notes.