

Sample Letters that may be Adapted and Used in the Termination Process

Client Drops Out of Treatment:

Date

Name

Address

Dear _____:

I am writing because I was unable to reach you by telephone and you have not responded to my voicemail message after you cancelled our most recent scheduled appointment on (date). While I believe you were making progress in our work together in outpatient psychotherapy, the goals of treatment that we agreed to when we first began our work together have not yet been achieved and additional ongoing treatment appears warranted.

It is vital that you actively follow up with your prescribing physician, Dr. _____, regarding your continued use of your medication. All prescribed medication should be used under the ongoing oversight of your prescribing physician.

I am hoping you will contact me at your earliest convenience to schedule our next treatment session. If you decide you would prefer to continue your needed treatment elsewhere, I would be happy to provide you with referrals to other competent mental health professionals in the local area. Alternatively, you can contact your primary care physician, Dr. _____, for referrals. Regardless, I do hope you will continue your needed treatment. If you do not continue in treatment and you experience any crises or difficulties you may contact your primary care physician, call 911, or go to your local emergency room.

Again, I do hope you will follow through with your needed treatment. Please let me know if I can be of any additional assistance.

Sincerely,

Client Successfully Completes Treatment:

Date

Name

Address

Dear _____:

I am writing to follow up on our last meeting during which we agreed to conclude our work together in outpatient psychotherapy. As we discussed, you have achieved all our agreed upon treatment goals. Additionally, we reviewed specific ways you can continue to work to address ongoing challenges in your life to continue to make progress and how to effectively utilize your support network on an ongoing basis. As we discussed, all individuals experience difficulties at different points in their lives as they face new challenges. Should you experience any difficulties in the future I do hope you will contact me so that I can be of additional assistance and support to you. I remain available to be of assistance and be reached by telephone at _____ an by e-mail at _____.

It has been a pleasure working with you in outpatient psychotherapy and I wish you much success in your ongoing endeavors.

Sincerely,

Note: These letters may be adapted for each clinician's use and may be modified to address additional types of termination to include clinician initiated termination when the client is not benefitting from treatment or when the clinician no longer possesses the needed competence to effectively treat the client, when an adverse utilization review decision is received, and when the client has threatened the clinician.