

Letter of Academic Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department/Office Name]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request my withdrawal from [Program Name] at [University Name] effective [Withdrawal Date]. Due to unforeseen circumstances and a recent opportunity in my professional career, I feel that it is in my best interest to pursue this new path.

My experiences at [University Name] have been invaluable, and I truly appreciate the support and guidance of the faculty and staff. However, after careful consideration, I believe that stepping away from my academic commitments will better enable me to take advantage of this job opportunity.

I understand the implications of this decision and will ensure that all necessary formalities are completed. Please inform me of any steps I need to take to finalize my withdrawal.

Thank you for your understanding and support. I hope to stay connected in the future.

Sincerely,

[Your Name]