

Academic Program Withdrawal Notification

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are writing to formally notify you of your withdrawal from the [Program Name] at [Institution Name], effective [Date of Withdrawal]. This decision has been processed as per your request submitted on [Date of Request].

Your academic progress and participation in the program have been noted, and we regret to see you leave. We hope that this decision aligns with your personal and professional goals.

If you have any questions or need further assistance regarding your withdrawal or future endeavors, please do not hesitate to reach out to our office.

Wishing you the best in your future pursuits.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]