

Notice of Withdrawal from Degree Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department/Office Address]

[City, State, Zip Code]

Dear [Recipient's Name or Program Coordinator],

I am writing to formally announce my withdrawal from the [Name of Degree Program] effective [Last Attendance Date]. This decision has not come lightly, and after careful consideration of my current circumstances, I believe it is the best course of action for my academic and personal well-being.

I would like to express my gratitude for the support and guidance I have received during my time in the program. Please let me know if there are any formal procedures I need to complete or forms I need to submit to formalize my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]