

Letter of Withdrawal from Business Representation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my withdrawal from my position as a representative for [Company Name], effective [Effective Date]. This decision has not been made lightly, and I believe it is in my best interest at this time.

I appreciate the opportunities I have had while representing [Company Name] and the valuable experiences I have gained. I am grateful for the support extended to me during my tenure.

Please let me know how I can assist in ensuring a smooth transition. I am committed to completing any outstanding matters before my departure.

Thank you once again for the chance to be a part of [Company Name]. I wish you and the team continued success.

Sincerely,

[Your Name]