

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally withdraw my representation from the executive role at [Company/Organization Name], effective [date of withdrawal]. This decision was not made lightly, but after careful consideration of my current obligations and future aspirations, I believe it is in the best interest of both myself and the organization.

I would like to express my gratitude for the opportunity to serve in this capacity and for the support I have received from you and the team. I am committed to ensuring a smooth transition and am happy to assist in any way I can during this period.

Thank you for your understanding. I wish [Company/Organization Name] continued success in all its future endeavors.

Sincerely,

[Your Name]