

Letter for Leaving Honor Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Position]

[Honor Program Name]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my decision to withdraw from the [Honor Program Name] effective [Last Participation Date]. This decision was not made lightly, but after careful consideration, I believe it is the best choice for my current circumstances.

I want to express my gratitude for the opportunities and support I have received during my time in the program. I have learned and grown tremendously, and I am incredibly appreciative of the mentorship and camaraderie.

Thank you once again for your understanding. I wish the program continued success in supporting its members.

Sincerely,

[Your Name]