

# Letter of Cessation from Honor Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my decision to cease my involvement in the Honor Program, effective immediately.

This decision was not made lightly, as my time in the program has been both enriching and valuable. However, due to [brief explanation of reason, e.g., personal commitments, academic workload, etc.], I find it necessary to step back at this time.

I want to express my gratitude for the opportunities and experiences I have gained while being a part of the Honor Program. I truly appreciate the support and guidance provided by you and the program coordinators.

Please let me know if there are any formalities I need to complete regarding my departure from the program.

Thank you once again for everything. I wish the Honor Program continued success in the future.

Sincerely,

[Your Name]