

Date: [Insert Date]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally announce my departure from the [Honor Program Name] effective [Last Day of Participation]. This decision was not made lightly, as I have truly valued the experiences and opportunities provided by the program.

Throughout my time in the program, I have gained invaluable skills and developed meaningful relationships. I am grateful for the support and guidance from both you and my fellow participants.

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

Sincerely,

[Your Name]

[Your Contact Information]