

Exit Letter from Honor Program

Date: [Insert Date]

To: [Program Coordinator's Name]

[Program Name]

[Institution Name]

[Institution Address]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to exit from the [Program Name] Honor Program, effective [Insert Effective Date].

This decision has not been an easy one, as I value the opportunities and experiences that the Honor Program has provided me. However, after careful consideration of my current circumstances, I believe that this is the best course of action for my academic and personal growth.

I want to express my gratitude for the support and guidance I've received during my time in the program. I have learned so much and will always cherish the connections and experiences made along the way.

Please let me know if there are any formalities I need to complete as I transition out of the program.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]