

# Withdrawal from Honor Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Program Coordinator's Title]

[Institution/Program Name]

[Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally withdraw from the Honors Program at [Institution/Program Name]. After careful consideration, I have decided that it is in my best interest to step back from the program due to [brief explanation of reason, if desired].

I want to express my gratitude for the opportunities I have received while being a part of this program. I have learned a great deal and have enjoyed my time. However, I believe this decision is necessary for my personal and academic growth.

Thank you for your understanding. Please let me know if there are any formalities or procedures I need to complete as part of my withdrawal.

Sincerely,

[Your Name]