

Withdrawal from Leadership Development Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Program Coordinator's Name]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw from the Leadership Development Program, effective immediately.

Due to [brief explanation of the reason, e.g., personal commitments, health issues], I believe it is in my best interest to step away from the program at this time. I have greatly appreciated the opportunity to be a part of this initiative and am grateful for the support and learning experiences it has provided.

I want to thank you and the team for all the guidance, knowledge, and networking opportunities I have gained during my time in the program. I hope to stay in touch and wish you all the best for the continued success of the Leadership Development Program.

Thank you for your understanding.

Sincerely,

[Your Name]