

Resignation Letter

Date: [Insert Date]

To [Recipient's Name],

[Recipient's Title]

[Institution/Program Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally resign from the Fashion Design Program at [Institution/Program Name] effective [Last Attending Date]. After careful consideration, I have decided to transfer to another program that aligns more closely with my career goals.

This decision was not easy, as my experience in this program has been invaluable. I am grateful for the guidance and support provided by the faculty and my peers throughout my time here.

I will ensure a smooth transition and fulfill all my remaining obligations before my departure. Please let me know how I can assist in this process.

Thank you once again for the incredible opportunity to be part of this program. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]