

Letter of Departure from University Course

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Department/Office]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to withdraw from the [Course Name] at [University Name], effective [Last Day of Attendance]. This decision was not made lightly, as I have greatly appreciated the opportunity to learn under your guidance and be a part of this academic community.

Due to [brief reason for departure, e.g., personal circumstances, work commitments], I have found it increasingly challenging to maintain my course responsibilities. I assure you that this decision is in my best interest for my current situation.

I would like to express my gratitude for all the support and knowledge I have gained during my time in this course. I hope to stay connected and possibly return to continue my studies in the future.

Thank you for your understanding.

Sincerely,

[Your Name]