

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Department/Office Name

Institution Name

Institution Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally notify you of my decision to exit the [Name of Program] at [Institution Name], effective [last date of attendance or expected program completion date]. This decision was not made lightly, and I have given it considerable thought over the past few months.

I am grateful for the opportunities and experiences I have gained during my time in the program, and I appreciate the support and guidance provided by the faculty and staff. However, due to [brief reason for departure, e.g., personal circumstances, a new opportunity, etc.], I believe this is the best course of action for my future.

Please let me know the necessary steps I need to follow to complete my exit from the program. I hope to maintain a positive relationship with the institution and would welcome future opportunities of engagement.

Thank you for your understanding.

Sincerely,

Your Name