

Letter of Intention to Leave Educational Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you of my intention to leave the [Name of Educational Program] at [Institution's Name], effective [Last Day of Attendance].

This decision was not made lightly, as I have greatly valued my experience and the opportunities provided during my time in the program. However, due to [brief reason for leaving], I believe it is in my best interest to pursue other avenues.

I would like to express my gratitude for the support and guidance from the faculty and my fellow students throughout my journey. I hope to stay in touch and wish the program continued success.

Thank you for your understanding.

Sincerely,

[Your Name]