Student Exit Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[School/Institution Address]

Dear [Recipient's Name],

I am writing to formally inform you of my decision to exit [School/Institution Name] effective [Last Day of Attendance]. This decision was not made lightly, and I sincerely appreciate the support and guidance I have received during my time here.

My experiences at [School/Institution Name] have been invaluable, and I am grateful for the opportunities I have had to learn and grow. I would especially like to thank [mention any specific teachers, staff, or programs] for their [mention specific contributions].

Please let me know the steps I need to take regarding my departure, including any necessary paperwork or exit interviews. I hope to leave on good terms and maintain the relationships I have built here.

Thank you once again for your understanding and support. I wish [School/Institution Name] continued success.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]