

Academic Withdrawal Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my withdrawal from [Program/Course Name] at [Institution Name], effective [Withdrawal Date]. I would like to express my gratitude for the opportunities I have received during my time at the institution.

This decision has not come lightly, but I believe it is essential for pursuing my career opportunities at this time. I am committed to leveraging my experiences and education as I move forward in my career path.

Please let me know if there are any further steps I need to take to complete the withdrawal process. I appreciate your assistance and support.

Thank you for your understanding.

Sincerely,

[Your Name]