

Academic Withdrawal Confirmation

Date: [Insert Date]

Dear [Student's Name],

We are writing to confirm your academic withdrawal from [Current Program/Department] at [University Name], effective immediately. Your request for a change in academic focus has been processed, and we acknowledge the transition to [New Program/Department].

Should you require any assistance during this transition or have questions regarding your new academic pathway, please do not hesitate to reach out to our academic advising office.

We wish you the best in your new program and look forward to supporting you in your academic journey.

Sincerely,

[Your Name]

[Your Job Title]

[Department Name]

[University Name]

[Contact Information]