

# Withdrawal from Leadership Development Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Program Coordinator's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw my participation from the Leadership Development Program effective immediately. Due to [briefly explain reason, e.g., personal commitments, unforeseen circumstances], I am unable to continue with this program.

I appreciate the opportunity to have been part of the program thus far and am grateful for the insights and connections I have gained. I hope to join similar initiatives in the future when my circumstances permit.

Thank you for your understanding.

Sincerely,

[Your Name]