

Course Exit Letter

Date: [Insert Date]

Dear [Instructor's Name/ Course Coordinator],

I hope this message finds you well. I am writing to formally inform you that I have decided to exit the [Course Name] online training course.

Due to [brief reason for exiting, e.g., personal circumstances, job commitments, etc.], I find myself unable to dedicate the time and effort required to fully participate in the course.

I appreciate the valuable knowledge and skills I have gained so far, and I hope to rejoin future training sessions once my situation allows.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Email]

[Your Contact Number]