

Chamber of Commerce Program Exit Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Chamber of Commerce Name]

[Chamber Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my exit from the [Name of Program] at the Chamber of Commerce. My last day will be [Insert Last Day Date].

Participating in this program has been a valuable experience, and I have greatly appreciated the support and resources provided by the Chamber. I have learned a lot and met many wonderful people throughout my time here.

Thank you once again for the opportunity to be part of such a meaningful initiative. I wish the Chamber of Commerce continued success in its endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]