

Withdrawal from Vocational Training Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Training Program Coordinator]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw from the [Name of Vocational Training Program] effective immediately. After careful consideration, I have decided to pursue a different path that better aligns with my personal and professional goals.

I appreciate the valuable experiences and skills I have gained during my time in the program, and I am grateful for the support of the instructors and fellow students.

Please let me know if there are any further steps I need to take to complete my withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Name]