

Resignation from Vocational Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Program Coordinator/Instructor Name]

[Vocational Program Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my participation in the [Vocational Program Name], effective [Last Day of Participation]. This decision has not been made lightly, but I believe it is in my best interest at this time.

I would like to express my gratitude for the invaluable experiences and knowledge that I have gained during my time in the program. I appreciate the support and guidance I have received from you and the entire faculty.

Please let me know if there are any formalities or paperwork that I need to complete before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]