

Service Withdrawal Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the withdrawal of my service effective [Insert Effective Date]. I appreciate the opportunities I have had while working with [Company/Organization Name] and value the experiences gained.

Please let me know if there are any final steps required on my part, or if you need any additional information.

Thank you for your understanding.

Sincerely,

[Your Name]