

Departure Letter from Orchestra Section

Date: [Insert Date]

Dear [Conductor's Name/Orchestra Manager's Name],

I hope this message finds you well. I am writing to formally announce my departure from the [specific section or orchestra name] due to [brief reason if desired, e.g., personal commitments, career changes, etc.].

This decision has not come easily; I have greatly enjoyed my time with the orchestra and the invaluable experiences I have gained while playing alongside such talented musicians.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your support and guidance throughout my time here. I look forward to staying in touch and wish the orchestra continued success.

Sincerely,
[Your Name]
[Your Contact Information]