

Letter of Exit from Music Ensemble

Date: [Insert Date]

Dear [Ensemble Director's Name],

I hope this message finds you well. I am writing to formally announce my decision to exit from the [Name of the Music Ensemble], effective [Last Date of Participation].

This was not an easy decision for me, as being a part of this ensemble has been a truly rewarding experience. I have enjoyed the music, friendships, and the growth I have achieved during my time here. However, due to [reason for leaving, e.g., personal commitments, scheduling conflicts], I feel that stepping down is the best choice at this time.

I would like to express my sincere gratitude for the opportunities I have had while being a member of the ensemble. I appreciate your understanding and support regarding my decision.

Thank you for everything. I wish the ensemble continued success and hope to stay in touch.

Sincerely,

[Your Name]

[Your Contact Information]