

# Letter of Resignation from Orchestra Role

Date: [Insert Date]

To: [Conductor/Orchestra Manager's Name]

[Orchestra Name]

[Orchestra Address]

Dear [Conductor/Orchestra Manager's Name],

I hope this message finds you well. I am writing to formally announce my decision to step down from my role as [Your Position] in the [Orchestra Name], effective [Last Day of Participation].

This decision was not easy, as my time with the orchestra has been incredibly rewarding and has brought me immense joy. However, due to [brief reason for stepping down, e.g., personal commitments, relocation, etc.], I feel it is necessary for me to resign from my position.

I am grateful for the experiences I have had and the wonderful colleagues I have worked with during my time in the orchestra. I will cherish the memories and the music we created together.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover and will be available to help with any preparations for my departure.

Thank you once again for the opportunity to be a part of such a talented group. I look forward to attending future performances as a supporter of the orchestra.

Sincerely,

[Your Name]

[Your Contact Information]