

Withdrawal from Orchestra Team

Date: [Insert Date]

To:

[Conductor's Name]

[Orchestra Name]

[Orchestra Address]

Dear [Conductor's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Orchestra Name] effective [Last Participation Date]. This decision has been difficult to make, but due to [brief reason for withdrawal, e.g., personal commitments, health issues, etc.], I believe it is in my best interest to step back at this time.

I want to express my heartfelt gratitude for the wonderful experiences and opportunities I have had while being part of this talented ensemble. I have learned so much and truly appreciate the guidance and support from you and my fellow musicians.

Please let me know if there are any further steps I should take regarding my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]