

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company/University Name]  
[Company/University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as a student in the KLM program, effective [last date of attendance]. This decision was not easy, but after careful consideration, I believe it is the best choice for my future.

I am truly grateful for the opportunity to have been a part of this program and appreciate all the support from faculty and fellow students. I have learned a great deal during my time here, and I will carry these experiences with me as I move forward.

Please let me know how I can assist in the transition process. I hope to maintain the relationships I've built here and wish everyone at KLM continued success.

Thank you for your understanding.

Sincerely,

[Your Name]