

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Institution/Organization Name]
[Institution/Organization Address]
[City, Province, Postal Code]

Dear [Recipient Name],

I am writing to formally resign from my studies at
[Institution/Organization Name], effective [Last Date of Attendance].
I have greatly appreciated the experiences and opportunities I have had
during my time here, but due to [brief reason for leaving, e.g., personal
circumstances, pursuing other opportunities], I have decided to take this
step.

Thank you for your support and understanding. I wish the best for my
fellow students and the institution moving forward.

Sincerely,

[Your Name]
[Student ID (if applicable)]