

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw from the QNP program, effective immediately.

I appreciate the opportunities and support provided during my time in the program. However, due to [brief explanation of reason, e.g., personal circumstances, academic commitments], I have decided that this is the best course of action for me at this time.

Please let me know if there are any formalities or procedures I need to complete as part of this withdrawal process.

Thank you once again for your understanding. I wish the program continued success.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]