

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

[Recipient Name]
[Title/Position]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you of my decision to exit from [School Name] effective [Last Day of Attendance].

[Briefly explain the reason for leaving, e.g., personal circumstances, relocation, or other reasons.]

I am grateful for the opportunities I have received during my time at [School Name] and appreciate the support from the faculty and staff. Please let me know if there are any forms or procedures I need to complete prior to my departure.

Thank you for your understanding. I look forward to staying in touch.
Sincerely,

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