

RESIGNATION LETTER

Date _____

Surname _____

Name _____

I.D. No. _____

I declare that I am resigning from:

Institute _____

Course Code ____/____/____

Course Title _____

Reason for Resigning:

- 1. I found the course too difficult academically to understand and follow.
- 2. The course was not challenging enough.
- 3. The course content was not what I expected.
- 4. I had difficulties with the language used during lectures.
- 5. I did not find the right support from the Institute/College.
- 6. I did not find the right support from home.
- 7. I needed money to support myself / family.
- 8. I had family problems at home.
- 9. I found work/employment.

Full-time or part-time? _____ Place of Work _____

Type of Employment _____

- 10. I did not want this course from the start.
- 11. I had problems with transport.
- 12. I had problems with other student/s.
- 13. I had problems with staff at school.
- 14. I realised that job prospects in the field are very limited.
- 15. I wanted to take a year gap before I continue studying
- 16. I am not interested in studying

Other _____

Signature of student _____

Date of Birth ____/____/____

If student is under 18 years of age

Parent / Guardian signature _____

Parent / Guardian Name, Surname, ID Card number _____