

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally notify you
of [specific reason for notification, e.g., my upcoming absence, a
schedule change, etc.].
As per our previous discussions, I would like to provide advance notice
that [insert details, including dates and any pertinent information]. I
believe this will allow for adequate preparation and adjustment to any
plans that may be affected.
Please let me know if you need any further information or if there are
specific steps you would like me to take during this transition.
Thank you for your understanding, and I appreciate your consideration.
Sincerely,
[Your Name]
[Your Job Title, if applicable]