

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I've taken some time to reflect on our relationship and the journey we've shared together. [Share a positive memory or a moment that was meaningful to you both].

However, after careful consideration, I believe that it would be best for both of us to part ways. [Explain your reasons briefly, focusing on feelings rather than blame].

Please know that this decision was not made lightly, and I truly wish the best for you moving forward. You deserve happiness and fulfillment, and I hope you find that in your future.

Thank you for the time we spent together. [Perhaps include a final positive note or wish for them].

Take care,

[Your Name]