

[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. It is with a heavy heart that I write to you today. After considerable thought and reflection, I have come to the difficult decision that it is time for us to part ways.

This decision has not been easy for me, as I deeply value the moments we have shared together. However, I believe that continuing our relationship is no longer in the best interest of either of us.

I appreciate the time we spent together and the experiences we shared, and I will always cherish those memories. I wish you nothing but the best in your future endeavors and hope that you find the happiness you deserve.

Please understand that this decision comes from a place of respect for both of us. I hope we can part on amicable terms and continue to support each other as we move forward.

Take care, and I wish you all the best.

Sincerely,  
[Your Name]