

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Colleague's Name]  
[Colleague's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my appreciation for our time working together. I've valued our collaborations and the insights you have shared.

However, I've recently found myself needing to shift my focus and manage my commitments differently. As a result, I may not be as responsive as before. I truly appreciate your understanding during this transition.

Wishing you all the best in your projects moving forward.

Warm regards,

[Your Name]