

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 reach out regarding our recent interactions. I appreciate the time we have shared, but I feel that it might be best for me to step back for now.

This decision is personal and not a reflection of your character or our professional experiences together. I believe focusing on my current priorities is important at this time.

Thank you for your understanding. Wishing you all the best in your future endeavors.

Sincerely,  
[Your Name]