

[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 letter finds you well.

I am writing to formally address a personal matter that I have been contemplating for some time. [Briefly explain the personal reasons, while maintaining professionalism and respect for privacy.]

I appreciate your understanding and support during this time. I am committed to ensuring a smooth transition and will do my best to [mention any plans you have to address your responsibilities].

Thank you for your consideration.

Sincerely,

[Your Name]