

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally inform you of my need to [insert request: e.g., take a leave of absence, resign, etc.], effective [start date] due to personal reasons.

I appreciate the understanding and support I have received from you and the team during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything I can to minimize any disruptions.

Thank you for your consideration. I look forward to your understanding.

Sincerely,  
[Your Name]