

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[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 inform you of my decision to [reason for the letter - e.g., take a leave of absence, resign, etc.] due to personal reasons.

[In this paragraph, provide a brief explanation of your situation, while maintaining privacy as needed. You may include your intended last working day or return date if applicable.]

I appreciate your understanding and support during this time. Thank you for the opportunities I have had at [Company/Organization Name]. I hope to stay in touch, and I look forward to any future possibilities with the team.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]