

[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 message finds you well.

I am writing to formally address [insert reason such as a leave request, resignation, etc.] due to personal reasons. [Briefly explain the situation without going into extensive detail, if appropriate].

I have greatly appreciated my time at [Company/Organization] and the opportunities I have had to grow both personally and professionally.

[Optional: Mention any specific positive experiences or relationships].

I am committed to ensuring a smooth transition during this time. [Mention any steps you will take, like training a replacement or completing outstanding tasks].

Thank you for your understanding of my situation. I look forward to staying in touch, and I hope to return when circumstances allow.

Sincerely,  
[Your Name]