

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of RLS (Reason for Leaving Status)

Dear [Recipient's Name],

We hope this message finds you well.

This letter serves as a formal notification regarding your recent status concerning Reason for Leaving (RLS). As per our records, your RLS has been updated to reflect [specific details about the reason, e.g., "voluntary resignation," "termination due to performance," etc.].

Please find attached any additional documentation relevant to this status update. If you have any questions or require further clarification, feel free to reach out to [contact person's name] at [contact number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Contact Information]