

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Expatriation

I hope this letter finds you well. I am writing to formally notify you of my decision to expatriate from [Country] effective [Date].

This decision has not come lightly, and I have carefully considered all aspects involved. I believe this step is necessary for my personal and professional growth.

I would appreciate your assistance with the necessary procedures to ensure a smooth transition. Please let me know if there are specific forms or processes I should complete as part of this expatriation.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position, if applicable]