

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Departure Notice

Dear [Recipient's Name],

I am writing to formally notify you of my departure from [Company's Name] due to personal matters that require my immediate attention. My last working day will be [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and collaboration I've experienced with you and the rest of the team.

I will ensure that my responsibilities are handed over smoothly and am happy to assist in the transition. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch, and I wish the best for you and [Company's Name] in the future.

Sincerely,

[Your Name]