

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you that I am currently going through a divorce. This personal change may affect my availability and focus at work during this transitional period. I appreciate your understanding and support as I navigate through this process.

Please rest assured that I remain committed to my responsibilities and will do my best to minimize any disruptions to my work. If necessary, I would appreciate being able to discuss any accommodations that might be helpful during this time.

Thank you for your understanding.

Sincerely,

[Your Name]