TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Moving away

Dear John,

While it pains me to a great extent that we can’t stay together, I simply cannot pass up this opportunity. You know I’ve been working toward a promotion like this for so long, and I hope you understand why I have to leave. I just have to do what’s right for me right now, and asking you to follow me isn’t fair to you or the beautiful life you have here.

Please know that I still love you and care about you immensely. You will always have a special place in my heart. I hope one day you can forgive me.

Love,

Jill