Sample

May 1, 2017

Frank Rivers  
Sheriff  
Los Angeles Police Department  
100 West 1st Street, Los Angeles, CA 90012

Dear Mr. Rivers,

I am writing to you today to inform you that I will be ending my employment as an officer with the LAPD, effective as of April 1, 2017.

The birth of my daughter has changed many aspects of my life and I would like to find a position in which I have more time to spend with her and my wife. My family is grateful for the support you and the entire staff have given us these past few years, however, it is time for us to move on.

Don’t hesitate to contact me if you have any questions or if there is anyway I can make this process easier.

Sincerely,

Mario Batali