Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email  
Date  
Name  
Title  
Organization  
Address  
City, State Zip Code

Dear Mr. /Ms. Last Name:

As you know, I have been working for you for the last XX years. However, I shall depart from the company within a month to focus on my marriage solely. I have tried to balance those two but have simply been unable to.

It goes without saying that my departure shall leave a wide gap that ought to be filled substantively. Kindly let me know how I can be of help. I offer to stay on for some time to aid the newcomer with getting started.

I also extend my gratitude for the opportunity you gave me to work and earn some decent income in the course of doing so. My sincerest gratitude goes to my workmates, who stood with me and offered me the support I needed all along.

Best regards,  
Your Signature (hard copy letter)  
FirstName LastName