**SEMI-BLOCK FORMAT LETTER**

Date

Dear ABC,  
  
Subject: Title of Subject

I hope you are doing great in the new country. I am missing you a lot here. However, I am quite aware of the fact that this opportunity is going to be great for your future. The weather is excellent on your side as well.

I have decided to resign from the current job as I have a great opportunity to apply at XYZ Company. There is a vacancy for the post of administrative assistant and as you know I had been interested in this post since the beginning of my career.

I am fine and my married life is going great. I am looking forward to seeing you in the summer vacation. Send me a message before coming so that I can make some arrangements. I have planned to have so much fun this summer.

Sincerely,  
  
LMN