Dear Mr./Ms. Last Name:

I regret to inform you that I will be leaving Bolt Inc. in two weeks. Due to unforeseen personal problems, I am no longer able to fulfill the responsibilities of my role, and I feel it is in the best interests of the company that I vacate the position.

I hope that my leaving will not cause you or Bolt Inc. any inconvenience. Please do not hesitate to be in touch if you think there is any way I can assist with finding a replacement, or if there is anything I can do to make the transition smoother.

Thank you so much for understanding. Despite the personal troubles I am dealing with, I enjoyed working with you, and I appreciate my time at the company. I hope we will be able to stay in touch and I look forward to seeing how Bolt Inc. grows in the future.

Best,

Your Signature (*hard copy letter*)