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advice women can trust
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[Recipient's Name]

[Recipient's Address]

[Date]

Dear [Name of Colleague],

I'm writing to let you know that [spouse's name] and I are separating. Our divorce will be final on [date]. Though difficult, this decision is the best one for our family.

[I, or, spouse's name] will remain at our current home at:

[address]

[My, or, spouse's name] new address will be:

[address]

Our [child/children] will live with [custodial parent].

Please update your records accordingly, and feel free to contact either one of us if you have any questions. You can reach me at [phone number] or reach [spouse's name] at [phone number].

Sincerely,