Dear (Broker),

It is with a heavy heart and mix emotions that I write this letter to inform you that effective (date here), I am going to be leaving (Name of Brokerage). This was not an easy decision and I have thought about it for quite some time. However, I have decided to make this move and I would highly appreciate it if you respect the decision I have made and not attempt to talk me out of my decision as my mind is already made up.

I will however make this promise to you.  If after one year with the firm I am moving to, if things are not what I thought they would be like, you have my word I will consider coming back.  Obviously, that will also be based on how smoothly and professionally my departure goes from (Name of Brokerage).

What I mean by that is I will need you to release any listings I have currently to our new broker as it was me that paid to market for those listings and also any transactions currently in escrow I expect to be paid what I have always been paid based on our agreement.  Again, it is not my wish to have a bad break up in any way during my departure. It was just time for me to explore another possibility and I hope you will respect that.

Please reply back to this letter that you have received it as I will be notifying the (Real Estate Commission of your State) to let them know I will be leaving (Broker).

Best wishes and thank you again for the opportunity. Who knows a year from now, I may be asking to come back.

Regards,