

Letter of Intent to Resign

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision for me to make, but after careful consideration, I have decided to pursue other opportunities. I am grateful for the support and opportunities for personal and professional growth that I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do my utmost to complete my responsibilities and assist in the handover process. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]