**LETTER OF INTENT TO RESIGN**

Dear Ms. Jennings:

I am emailing you to inform you of my resignation from Calibrita, Inc., effective July 2, 20XX. It was a difficult decision for me to make since I have truly enjoyed working for you over the past five years. It has been wonderful collaborating with a department team dedicated to providing top levels of customer service, and exciting to see how our combined teamwork has contributed to our overall business growth.

Thank you for the opportunities that you have provided me during my tenure with the company.

Please let me know how I can help to prepare our team for their transition to my successor. I wish you and the company the very best and hope we can keep in touch in the future.

Sincerely,

Allen Gould  
555-121-1234