**TEMPLATE**

**LETTER OF INTENT TO RESIGN**

Dear sir,

“Please accept my resignation effective **[insert your final day of work].** Next month, I will be enrolling in graduate school and will need to resign from my role at Company XYZ.

I would like to thank you for all of the great opportunities I have had while working on this team. The learning experiences and skills I have developed while at Company XYZ have laid the ideal foundation for this new stage in my life at graduate school.

Please let me know if you need any assistance during this two-week transition. Thank you again for all of the positive experiences over the past **[insert time you were at the company]**, and I look forward to staying in touch.”

Sincerely,

Your Name