**TEMPLATE**

**LETTER OF INTENT TO RESIGN**

Dear sir

“Please accept my resignation effective **[your final day of work].** I have accepted a position at a **[insert your next company type]** and look forward to the new direction of my career, even though I will miss my work with you.

Thank you for the support and the opportunities over the past **[insert time you were at the company].** Please let me know if you need any assistance during this transition and how I can help over the next few weeks.”

Note that this example includes mention of an industry, not a specific company. There is no need to include the name of your future employer in your resignation letter.

Your Name

Signature