**LETTER OF INTENT TO RESIGN**

Dear Sir,

“I am writing to inform you that I have accepted a position at a company that I feel is a better fit for my career moving forward. Please accept this note as my formal resignation from ABC company. My last day will be two weeks from today.

While I will be moving on to a new position, I am deeply grateful for the opportunities I had to grow and learn during my time here.”

Sincerely

Your Name