**TEMPLATE**

**LETTER OF INTENT TO RESIGN**

**[Your supervisor’s first name],**

Please accept this as my formal resignation from **[your job title]** with **[company name]**. My last day will be **[your final day of work]**, two weeks from today. I am grateful for all of your support during my time here and deeply appreciate all of the valuable experiences I have gained. It has been a sincere pleasure working with you and the team.

Please let me know how I can help during this transition and make it as smooth as possible.

Best wishes, and thank you for everything,

**[Your name]**