**LETETR OF INTENT TO RESIGN**

Rollan Junior  
PO.BOX 12345-001  
XXX and SONS  
HUMAN RESOURCE MANAGER  
ABC COMPANY  
9876 MICHIGAN

Dear Sir/Madam,

I write this letter to express my gratitude for the season I have worked in this firm. It is, however, time I feel I should resign. As a wife, a mother, and an employee, I feel overwhelmed so much that I don’t feel I am delivering my best for this firm. To stabilize my personal life, I think I should allow other people to get a chance to serve.

I thought of working on 2nd Dec 20XX as my last day. Before then, I promise to train my team members and update all my files so that we can have a smooth transition. Thank you for trusting me with the roles I have been doing.

Thank you  
Yours in service,  
Rollan Junior