**LETTER OF INTENT TO RESIGN**

Hello,

I hope this letter finds you fine. For the ten years that I have worked for this firm, I can say that I have learned a lot. It has been fun working with you as my boss. However, a time has come that I feel the best decision to take is to resign. I have worked for quite a long time, and I have been feeling separated from my family. It could be a good idea if I stayed home and taken care of my family.

I this regard, I request to report for the job on 4th Dec 20XX as my last day. I am currently doing my best to train my team members as a way of preparing them for a smooth transition. I would wish to stay longer, but my family needs me. I hope that whoever will feel the position will perform better than I did.

Thank you  
Regards Rollan