**Sample Letter of Intent Format**

May 26, 2010

Mr. Arnold Mark

Northern Company

30 Ivan Allen Jr Blvd

Northwest Street

Atlanta, GA 30308

Dear Mr. Arnold Mark, (MD, Northern Company)

Kindly acknowledge this letter as an official resignation from my position as Sales Manager with the Northern Company.

I would like to let you know that June 13, 2010 would be my last working day with your organization.

I would like to thank you for giving me an opportunity to be a part of such a wonderful organization wherein I was able to obtain good exposure for improving myself. I would like to inform you that I had a wonderful time working with Northern Companies.

I would suggest focusing more on specific research based on the recent chemical discoveries by exploring the available options as an improvement suggestion from my part for the organization.

Sincerely,

Steve Martin

Sales Manager

Northern Companies