

December 18, 2014

Victor Chen  
Department Head  
Research and Development Department  
Intevalue Services Inc.

Dear Mr. Chen,

This is to formally notify you that I am resigning from my position as Java Developer for Intevalue Services. 18th of January 2015 will be my last day of employment. 19th of January will be the effective date.

I appreciate the opportunities I have been given here, and I wish you much success in the future.

Sincerely,

**<Insert Name Here>**