

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my internship position at [Company Name], effective [Last Working Day, e.g., two weeks from today].

This was not an easy decision to make, and I am truly grateful for the opportunity to be a part of the team. The experience and skills I gained during my time here have been invaluable.

Thank you for your support and guidance throughout my internship. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]