

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as a research intern at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I greatly appreciate the opportunity to work with you and the team, and I have learned a lot during my time here. This decision was not easy, but I have decided to pursue other opportunities that align more closely with my career goals.

Thank you once again for the support and guidance. I hope to stay in touch in the future.

Sincerely,

[Your Name]