

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].

Due to [brief reason for resignation, e.g., personal reasons, academic commitments], I regret to inform you that I must step down from my role. I have appreciated the opportunity to work with such a talented team and gain valuable experience during my time here.

Thank you for your understanding and support. I am grateful for the guidance you have provided me and hope to keep in touch in the future.

Sincerely,
[Your Name]