

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to be a part of [Company's Name]. I have gained valuable experience and skills during my time here, which I will carry forward into my future endeavors.

I appreciate all of your guidance and support during my internship. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]