

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I am grateful for the opportunity to work with [Company Name] and appreciate the guidance and support I have received during my time here. This decision was not easy, but after careful consideration, I believe it is the best course of action for my future.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this process.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,

[Your Name]