

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I appreciate the opportunity to be a part of [Company's Name] and have learned a great deal during my time here. I am grateful for the guidance and support provided by you and the team.

Please let me know if there is anything I can do to assist during the transition.

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

Sincerely,

[Your Name]