

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 remote internship position at [Company's Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not easy and took a lot of consideration, but I believe it is in my best interest at this time. I am grateful for the opportunities I have had during my internship and for the support provided by the team.

Thank you for the valuable experience and mentoring during my time here. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]