

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 the date above].

Thank you for the opportunity to work with your team and for the valuable experience I gained during my time here. I appreciate your guidance and support throughout my internship.

I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]