

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 summer internship position at [Company's Name], effective [Last Working Day]. This decision was not an easy one to make, but after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals.

I am truly grateful for the valuable experience, knowledge, and skills I have gained during my time at [Company's Name]. I appreciate the support and guidance provided by you and the entire team.

Thank you once again for this opportunity. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]