

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[University/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my internship position at [University/Program Name] effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but due to [brief reason, e.g., personal commitments, academic workload, etc.], I am unable to continue with the program. I am grateful for the opportunities and experiences I have gained during my time here.

Thank you for your understanding and support. I hope to stay in touch and wish the program continued success.

Sincerely,

[Your Name]