

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 virtual internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunity to work with such a talented team and thank you for the guidance and support during my internship. This experience has been invaluable in enhancing my skills and understanding of the industry.

Please let me know how I can help during the transition. I look forward to staying in touch and hope to cross paths in the future.

Thank you for everything.

Sincerely,

[Your Name]