

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as an intern at [Company Name], effective [Last Working Day].

This decision comes as I have decided to pursue academic opportunities that will further my education and career goals. It has been a valuable experience working with you and the rest of the team.

Thank you for the guidance and support during my time here. I truly appreciate the learning experiences and relationships I have built.

Wishing [Company Name] continued success in the future.

Sincerely,

[Your Name]