

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a Supply Chain Intern at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to be a part of [Company Name]. I have learned a great deal and appreciate the chance to work alongside such a talented team.

I wish you and the company all the best in the future.

Sincerely,

[Your Name]