

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my internship position at [Company Name], effective two weeks from today, [Last Working Day's Date]. This decision was not easy, but I have decided to pursue other opportunities that will aid in my professional growth.

I want to express my sincere gratitude for the opportunity to be a part of the team and for the valuable experiences I gained during my time here. I appreciate your guidance and support and hope to stay connected in the future.

Thank you once again for everything. Please let me know how I can help during the transition period.

Sincerely,

[Your Name]