

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 internship position at [Company's Name], effective [Last Working Day, e.g., two weeks from today].

I have greatly appreciated the opportunity to work with such a talented team and to learn from the projects I have collaborated on during my time here. This internship has provided me with valuable experience, and I am grateful for the support and guidance I received.

Thank you once again for the opportunity. I hope to keep in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]