

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to intern with your team. I have learned a great deal during my time here and truly appreciate the support and guidance provided to me.

I wish the company continued success and hope to stay in touch in the future.

Sincerely,

[Your Name]