

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my internship at [Company/Organization Name], effective [Last Working Day].

This decision was not easy and took a lot of consideration. However, I believe it is the best choice for my personal and professional development at this time.

I am grateful for the opportunity to work with such a talented team, and I appreciate the support and guidance I received during my time here. I have learned a great deal and will carry these experiences with me into the future.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]