

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 graduate internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to be a part of your team and for the invaluable experiences I have gained during my time here. I have learned a great deal and appreciate the guidance and support provided to me during my internship.

Please let me know how I can assist during the transition. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Warm regards,
[Your Name]