

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have enjoyed my time at [Company's Name] and learned so much. However, due to [brief reason if comfortable sharing, e.g., personal commitments, a new opportunity], I have decided to step back.

I sincerely appreciate the support and mentorship I received during my internship. I will ensure that my responsibilities are transitioned smoothly before my departure.

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

Best regards,

[Your Name]