

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my part-time internship position at [Company Name], effective [Last Working Day, e.g., two weeks from the date above].

Thank you for the opportunity to be a part of your team. I appreciate the support and guidance I received during my time here, and I have learned a great deal.

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

Best regards,

[Your Name]