

# Resignation Letter

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally resign from my internship position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but after careful consideration, I believe it is the best step for my professional growth. I am truly grateful for the opportunity to work with such a talented team and for the valuable experience I gained during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you once again for your guidance and support throughout my internship. I hope to stay in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]

[Your Contact Information]