

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from Research Internship

Dear [Supervisor's Name],

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

This decision was not easy, and it comes after careful consideration of my career goals and personal circumstances. I am grateful for the opportunities I have received during my time at [Company/Organization Name] and the invaluable experience I have gained from working alongside such a talented team.

I appreciate your understanding, and I hope to keep in touch in the future. I am committed to ensuring a smooth transition and will do everything possible to complete my current tasks and assist in any way during my remaining time.

Thank you once again for the support and guidance throughout my internship.

Sincerely,

[Your Name]