

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Employer's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Employer's Name],

I am writing to formally resign from my internship position at [Company's Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not easy, but after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals.

I want to express my gratitude for the opportunity to intern at [Company's Name]. I have learned a great deal and appreciated the guidance and support from you and the entire team.

I am committed to ensuring a smooth transition and will do everything I can to complete my remaining tasks effectively.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,

[Your Name]