

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my unpaid internship at [Company Name], effective immediately. This decision was not easy to make, but after careful consideration, I feel it is in my best interest to pursue other opportunities that align more closely with my career goals.

I am grateful for the experience and knowledge I have gained during my time at [Company Name]. I appreciate the support and guidance provided by you and the team.

Please let me know if there is anything I can do to help ensure a smooth transition during my departure.

Thank you once again for the opportunity.

Sincerely,

[Your Name]