

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

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

This decision was not easy to make, but after careful consideration, I believe it is the best choice for my career path at this time. I am grateful for the opportunity to learn and grow while working with such a talented team.

Thank you for your guidance and support during my time at [Company Name]. I hope to stay in touch, and I look forward to watching the company's continued success.

Sincerely,

[Your Name]