

Resignation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I've greatly appreciated the opportunity to work with such a talented team and have learned a lot during my time here. I am especially thankful for [mention any specific experience, project, or mentorship].

Please let me know how I can assist during the transition period. I hope to stay in touch in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]