

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally resign from my internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunity I have had to work with the team and gain valuable experience in [mention specific skills or areas]. This decision was not easy, but I believe it is necessary for my personal and professional growth.

Thank you for your guidance and support during my time here. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]