

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

I have greatly appreciated the opportunity to work with [Company Name] and have learned a lot during my time here. I am grateful for the support and guidance provided by you and the team.

Thank you once again for the valuable experience. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,
[Your Name]