

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient'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 want to express my gratitude for the invaluable experience and guidance I have received during my time here. I have learned a great deal and appreciate the opportunity to contribute to [specific projects or tasks]. Please let me know how I can assist during the transition period.

Thank you once again for the support and mentorship. I hope to stay in touch in the future.

Sincerely,
[Your Name]