

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company 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/Organization Name], effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with you and the team. The experiences I have gained during my time here have been invaluable. Thank you once again for the support and guidance you have provided throughout my internship. I wish [Company/Organization Name] continued success and hope to stay in touch.

Sincerely,
[Your Name]