

[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, e.g., two weeks from the date above].

This decision was not made lightly, as I truly value the experience and knowledge I have gained during my time here. I appreciate the support and guidance you and the team have provided me throughout my internship.

I am committed to ensuring a smooth transition and will do my best to complete my remaining tasks and assist in handing over my responsibilities.

Thank you once again for the opportunity to be part of [Company/Organization Name]. I wish you and the team all the best in the future.

Sincerely,  
[Your Name]