

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

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

Dear [Recipient's Name],

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].

This decision was not easy, but after careful consideration, I have decided to focus more on my studies and other commitments related to my PGDM program. I am truly grateful for the opportunities I have received during my time here, and I appreciate all the support and guidance from the team.

I will ensure that all my responsibilities are handed over smoothly and will do my best to wrap up my projects before my departure.

Thank you once again for the valuable experience and support. I hope to keep in touch in the future.

Sincerely,
[Your Name]