

[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].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe it is in my best interest to pursue other opportunities that align more closely with my career goals.

I want to express my sincere gratitude for the invaluable experience I have gained during my time here. I have learned a great deal and appreciate the support and guidance provided by you and the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my tasks and assist in the handover process.

Thank you once again for the opportunity. I hope to keep in touch and wish [Company/Organization Name] continued success.

Sincerely,  
[Your Name]