

[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, but after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals. I am incredibly grateful for the experience I have gained during my time here and appreciate the support and guidance from you and the entire team.

I will do my utmost to ensure a smooth transition and to complete any outstanding tasks before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I look forward to staying in touch and wish the organization continued success.

Sincerely,
[Your Name]