

[Your Name]
[Your Address]
[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my internship position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunity to intern with your team and for the valuable experience I have gained during my time here.

Thank you for your understanding.

Sincerely,

[Your Name]