

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally give my two weeks' notice for my internship position at [Company Name], effective [Last Working Day, Date].

I have greatly appreciated the opportunity to work with such a talented team and to contribute to [specific projects or tasks you were involved with]. The experience I've gained during my time here has been invaluable, and I am grateful for the support and guidance I have received.

I will do everything possible to ensure a smooth transition over the next two weeks and will assist in training my replacement if needed.

Thank you once again for this incredible opportunity. I hope to stay in touch in the future.

Sincerely,
[Your Name]