

[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 appreciate the opportunity to work with you and the team during my time at [Company's Name]. I have learned a great deal and am grateful for the experiences I've had here.

Thank you for your guidance and support. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]