

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Organization/School Name]
[Organization/School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my internship position at [Organization/School Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but due to [brief reason for resignation, e.g., personal circumstances, academic commitments, etc.], I feel it is the best course of action at this time.

I am incredibly grateful for the opportunity to work alongside such talented individuals and to gain valuable experience in the field of education. I have learned so much during my time here, and I appreciate the support and guidance I have received from you and the entire team. I will do my best to ensure a smooth transition and will 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. I hope to stay in touch, and I wish [Organization/School Name] continued success in the future.

Sincerely,
[Your Name]