

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's 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's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunity to work with such a talented team. During my time here, I have gained valuable skills and experiences that I will carry with me throughout my career.

I will ensure that all my tasks are completed and will do everything I can to make this transition as smooth as possible. Thank you once again for the support and guidance during my internship.

Sincerely,
[Your Name]