

[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 have greatly appreciated the opportunity to work with your team and gain valuable experience during my time here. I am especially thankful for the support and guidance you and my colleagues have provided throughout my internship.

Please let me know how I can assist during the transition process. I hope to stay in touch and wish the company all the best in the future.

Thank you again for everything.

Sincerely,
[Your Name]