

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 have enjoyed the opportunity to work with you and the team, and I am grateful for the valuable experience I have gained during my time here. Thank you for your support and guidance throughout my internship. I look forward to staying in touch.

Sincerely,
[Your Name]