

# Internship Resignation Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally resign from my internship position at [Company/Organization Name], effective [last working day, typically two weeks from the date of the letter].

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time as an intern at [Company/Organization Name]. It has been an invaluable learning experience, and I am grateful for the chance to work alongside talented professionals like yourself. The knowledge and skills I have acquired will undoubtedly benefit me in my future endeavors.

After careful consideration, I have made the difficult decision to resign from my internship in order to pursue another opportunity that aligns more closely with my long-term career goals. This decision was not easy to make, as I have thoroughly enjoyed my time here at [Company/Organization Name]. I appreciate the guidance, support, and mentorship I have received from you and the rest of the team. Your dedication to my professional growth has been truly inspiring.

In accordance with the terms of my internship agreement, I am providing a two-week notice period, during which I am more than willing to assist with the transition of my tasks and responsibilities. I understand the importance of maintaining continuity within the team, and I am committed to ensuring a smooth handover of my duties. Please let me know how I can be of assistance during this period.

I would also be grateful if you could provide me with any necessary paperwork or procedures for concluding my internship. I will ensure that any company property in my possession is returned promptly and in good condition.

I would like to take this opportunity to extend my deepest gratitude to everyone at [Company/Organization Name] for the warm and supportive work environment. The skills and knowledge I have gained during my time here will undoubtedly contribute to my future success.

Thank you again for the opportunity to work at [Company/Organization Name], and for your

understanding regarding my decision to resign. I am truly appreciative of the experience and will always remember it as a significant part of my professional journey.

I wish you and the entire team at [Company/Organization Name] continued success. Please do not hesitate to reach out if there is anything else I can do to assist during this transition period.

Sincerely,

[Your Name]