

Professional and formal resignation letter for an internship

Subject: Resignation from Internship Position

Dear [Supervisor's Name],

I am writing to formally resign from my internship position at [Company Name], effective [Last Working Day]. I have greatly valued the learning experience and the opportunity to work with the team.

Thank you for your guidance and support during my time here. I hope to maintain a positive relationship and look forward to possible collaborations in the future.

Sincerely,

[Your Name]

[Internship Position]

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