**INTERNSHIP RESIGNATION LETTER**

Amos Jones

Head of the Marketing Department

Marcus Technology Solutions

323 Square Road

New Jersey NJ, 98980

December 8, 20XX

Dear Mr. Jones,

I write this letter to inform you of my decision to resign as an intern in the marketing department at Marcus Technology Solutions.

I joined your company on September 1, 20XX, but I unable to offer my best due to the excess workload; besides, I am pursuing my master's Degree in Business Administration, and I’m supposed to take my end of year exams in the next three weeks. In this respect, I officially resign from my internship with immediate effect.

Thank you for the internship opportunity at your company, and please understand my situation. I apologize for any inconvenience caused and please let me know if I can help in any way to ensure a smooth transition.

Regards,

Noel Peterson