|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Ms. Mary Jones

Human Resources Manager

The Corporation

**[Address]**

**[City, State, Zip Code]**

Dear Ms Jones **[or first name if you have an informal relationship]**

I have enjoyed working at The Corporation and have learned a great deal. I appreciate both the opportunities and guidance I have been given during my internship with the company.

However, I have decided that the time has come for me to move on and this letter serves as my formal resignation from my internship in this corporation. In fulfillment of my internship contract I am giving you two weeks notice from today's date September 16, 20XX. My last working day will be Friday September 30, 20XX.

I wish you and The Corporation continued success in the future.

Sincerely

**[Your signature]**

**[Typed name]**