**INTERNSHIP RESIGNATION LETTER**

Subject: Internship Resignation- Aaron Matthews

Dear Ms. Whitaker,

Please accept my resignation from my internship position at your company. My last day at work will be on November 30, 20XX.

I landed a permanent job at Watterson Communications last week; they require me to start the job in the next week. In this respect, please allow me to terminate my internship.

I must say I’m grateful to Agape Media Services the guidance, support, and professional advice at the time I have been in this company. I have learned a lot that I know will be valuable in my new assignment; my thanks and appreciation to your staff that has been of great help to me.

If there is a way I can help in the transition, please reach me via (213) 434-8787 or email at aaronmatthews@jksolutions.com.

Yours Sincerely,

Aaron Matthews