**INTERNSHIP RESIGNATION LETTER**

Lawrence Pitman
Program Director, Company Name

City, State, Zip Code

Dear Mr. Pitman,

Please let this letter serve as notice of my immediate resignation from my Internship at WGET Radio. In recent weeks, it has come to my attention that I will need to go back home and help my family deal with the grave illness of my mother. This is not a situation I would wish on anyone, but I feel it is best to be with my family.

I want to thank you for taking a chance on me and giving me an opportunity with this internship. I know that it was a coveted position that many people wanted to fill. I will never forget your kindness and enthusiasm in letting me know that I was the one lucky enough to get the chance to work for the largest radio station in the Valley region.

I do understand that this leaves you without a fall intern, but I am confident that you can fill this position quickly with a quality candidate. If you need to discuss any details with me or ask any questions, please feel free to call me at 000-000-0000 or email me at email@email.com.

Sincerely Yours,

Jason E. Sportman