**INTERNSHIP RESIGNATION LETTER**

Dear Mr. Trimbull,

Please accept this letter as my resignation from my training internship position with Montgomery Industries. My last day of work will be April 28, 20XX. It is imperative that I resign from my job in order to focus on a critical personal family situation.

Thank you very much for entrusting me with the opportunity to become a trainer. I had hoped to make that goal a reality; however, sometimes other issues take precedence. I appreciate your support and understanding.

During my final days, I will work to be sure all of my assignments are completed. I’m also willing to help in any way I can to train a replacement or make other arrangements to fill my work duties. I’d like to make the transition as smooth as possible. You can call me any time at 000-000-0000.

Sincerely,

Marvin Schumacher