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

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

Dear Ms. Smith,

I am writing this letter to inform you of my resignation from my internship with Smith Communications. I have appreciated my time there but I am more aggressively pursuing higher education, so I will not have time to perform my office duties with the same amount of focus. My last day as an intern will be November 15, 20XX, so I hope that you will accept this letter as my official two weeks’ notice of resignation from the internship. I appreciate your patience and cooperation with me during this time.

Although I know that this decision is in the best interest of all parties involved, I sincerely hope that no inconvenience is caused to Smith Communications by my resignation. If there is anything I can do, please do not hesitate to contact me. My telephone number is and my email address remains [email] I look forward to hearing from you.

I am grateful to Smith Communications and all of the wonderful staff for guiding me and helping me earn so much valuable experience. I feel confident that the experience I gained will continue to serve me well in all that I do. I wish everyone at Smith Communications every success and hope that our paths may cross again at some time.

Thank you for your understanding.

Yours sincerely,

**[Signature]**

Aaron P. Haynes

Intern

Smith Communications