

{Your address}
{City, State, Zip}

{Date}

{Recipient}
{Address}
{City, State, Zip}

Dear **{Name}**,

I am writing to officially resign from my internship with **{company}**. I am struggling with my courseload as it is, and the internship is becoming too much for me to handle successfully.

I appreciate the opportunity to attempt this internship this **{semester/quarter}**, and I hope I am not causing you too much trouble by leaving the position.

Sincerely,

{Name}