

To:

Noel Jones

Client Servicing Department Head

Bates and Mates Advertising Agency

47 Lee Square Road

Metropolis City, New Jersey 9689

Dated: 5th of April 2012

Subject: Resignation from my internship

Respected Mr. Jones,

This is to inform you that I am planning to resign from my position as an intern in the client serving department of your organization.

I had joined as an intern on 20th of February 2012. There is too much work load that I am unable to handle. Above that I am pursuing my masters in advertising management and have to study for my final semester. If I continue my internship I won't be able to give time to my studies. So, I am officially resigning from my internship.

I would like to thank you for giving me this chance and I hope I am not causing much trouble by resigning. I request you to consider my resignation.

Regards,

Brett Lee