

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

*Ms Jane Smith
Financial Director
XYZ Corporation
Address
City, State, Zip Code*

Dear Ms Smith (or first name if you have an informal relationship),

Please accept this as formal notice of my resignation from the internship position of Accountant at XYZ Corporation, effective two weeks from today. My last internship day will be November 30, 2016.

After much consideration I have decided to accept another internship offer. I feel it is time for a new challenge and this is a good opportunity to further my career goals.

Working for this company has been a wonderful experience. I feel privileged to have been part of such a professional team and will miss all my colleagues.

I appreciate both the professional and personal growth opportunities that have been provided to me during my time with the company. I would like to thank you in particular for all your advice and support. I hope that we will stay in touch as I begin this new chapter in my career.

I wish you and XYZ Corporation continued success in the future.

Sincerely

Your signature

Typed name