

Termination of Internship Agreement

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We regret to inform you that your internship with [Company Name] will be terminated effective immediately as of [Insert Termination Date]. This decision is made without cause and is in accordance with the internship agreement.

We appreciate the time and effort you have contributed to our team during your internship, and we wish you the best in your future endeavors.

If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]