

Internship Cessation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my decision to discontinue my internship with [Company's Name], effective [Last Working Day].

This decision has not come easily, and I want to express my sincere gratitude for the opportunity to intern with your esteemed organization. During my time here, I have gained invaluable insights and experience that I will carry with me into the future.

I appreciate the support and guidance provided by you and the team, and I hope to stay in touch moving forward. Please let me know if there are any final tasks I should complete or any paperwork I need to address before my departure.

Thank you once again for the opportunity, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]