

Internship Discontinuation Letter

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my decision to discontinue my internship at [Company Name], effective [last working day].

This decision was not easy to make, as I have greatly enjoyed the opportunity to learn and work with the team. However, due to [brief reason for discontinuation, such as personal circumstances or academic commitments], I must step away from my role.

I am grateful for the experience and support I have received during my time here. I have learned a great deal and appreciate the guidance and mentorship provided by you and the team.

Thank you for understanding my situation. I hope to maintain a positive relationship for the future, and I wish [Company Name] continued success.

Sincerely,

[Your Name]

[Your Contact Information]