

# Internship Termination Notice

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 [Termination Date]. This decision has been made after careful consideration and is necessary due to [brief reason for termination, e.g., performance issues, restructuring, etc.].

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors. Please return any company property by [Return Date].

If you have any questions or need further information, please do not hesitate to reach out to [Contact Person/Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]