

# Non-Conformance Termination Notification

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We regret to inform you that as of [Insert Termination Date], your internship with [Company Name] has been terminated due to non-conformance with the expectations outlined at the start of your program.

During your time with us, we observed a lack of adherence to [specific policies, guidelines, or expectations], which did not align with the standards we uphold at our organization. We value our interns and strive to maintain a productive and supportive work environment. Unfortunately, after several discussions and warnings, we have come to the decision that this termination is necessary.

Please arrange to return any company property and settle any outstanding matters with your supervisor by [Return Deadline]. Furthermore, your final paycheck will be processed and sent to you within the next [time frame].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]