

# Internship Termination Letter

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to terminate my internship at [Company Name], effective [Last Working Day, e.g., one week from the date above]. This decision was not made lightly, but due to academic commitments that require my full attention, I find it necessary to step down from my role.

I am truly grateful for the opportunity to intern at [Company Name] and for the valuable experiences I have gained during my time here. I appreciate the support and mentorship provided by you and the entire team, which has greatly enriched my learning.

I will ensure that all my responsibilities are wrapped up and transition any outstanding tasks before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]

[Your Contact Information]