

# Internship Termination Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We regret to inform you that due to company restructuring, we must terminate your internship with [Company Name], effective [Termination Date]. This decision was not made lightly and reflects the current strategic directions of our organization.

We sincerely appreciate your contributions during your time with us and wish you the best in your future endeavors. Please feel free to reach out if you need a reference or any assistance as you transition to your next opportunity.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]