

# Internship Termination Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Intern's Name]  
[Intern's Address]  
[City, State, Zip Code]

Dear [Intern's Name],

We are writing to formally inform you that your internship with [Company Name] will be concluding on [End Date] as per the agreed-upon duration of your internship period.

We appreciate your hard work and contributions during your time with us. It has been a pleasure to have you as part of our team, and we hope you have gained valuable experience and skills during your internship.

Please make sure to complete any outstanding tasks and return all company property before your last day. Should you need any assistance, do not hesitate to reach out.

We wish you all the best in your future endeavors, and we are confident that you will achieve great success.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]