

Internship Termination Letter

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We regret to inform you that your internship with [Company Name] will be terminated effective immediately due to a lack of engagement and participation in the assigned tasks and responsibilities.

Despite previous discussions regarding your performance and the expectations of the internship program, there has been insufficient improvement in your engagement level.

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]