

# Internship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally announce my decision to terminate my internship with [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes due to personal reasons that require my immediate attention.

I want to express my gratitude for the opportunity to intern at [Company's Name]. I have enjoyed the experience and have learned a great deal during my time here. I appreciate all the support and guidance I have received from you and the team.

Please let me know how I can assist in the transition during my remaining time. I hope to leave my responsibilities in good order for my successor.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]