

Internship Termination Notice

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We regret to inform you that your internship with [Company Name] is being terminated effective immediately due to performance issues. Despite our previous discussions and feedback on your work, we have not seen the necessary improvements in your performance.

We appreciate the efforts you have made during your time here, but we believe that this decision is in the best interest of both parties.

Please return any company property you may have by [Insert Return Date]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]