

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Termination of Internship

Dear [Supervisor's Name],

I am writing to formally inform you that I am terminating my internship with [Company's Name], effective [Last Working Day, e.g., two weeks from today]. This decision has not been easy, but I have accepted another opportunity that aligns more closely with my career goals.

I am grateful for the experience I have gained during my time at [Company's Name]. The knowledge and skills I have acquired here will undoubtedly serve me well in my future endeavors. I appreciate the support and guidance provided by you and the entire team.

Thank you once again for the opportunity. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]