

Internship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to terminate my internship with [Company Name] as I will be relocating to [New Location]. My last working day will be [Last Working Day].

I have appreciated the opportunity to work with such a talented team and gain valuable experience during my time at [Company Name]. I am grateful for the support and guidance provided to me.

Please let me know how I can assist in the transition process during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]