

# Internship Termination Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We regret to inform you that your internship with [Company Name] will be terminated effective immediately due to violations of company policies. Despite our efforts to address these issues, we have determined that your actions have not aligned with the standards expected from our interns.

Specifically, you have violated the following company policies:

- [Describe Violation 1]
- [Describe Violation 2]
- [Describe Violation 3]

Please arrange for the return of any company property in your possession by [Insert Date]. Your final paycheck, including any accrued benefits, will be processed and sent to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]