

# Temporary Contract Termination Notice

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We regret to inform you that your temporary internship contract with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, e.g., project completion, budget constraints, etc.].

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please feel free to reach out if you need any further information or assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]