

University Internship Termination Letter

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We hope this message finds you well. We are writing to formally inform you of the termination of your internship at [Company/Organization Name] due to academic priorities that require your full attention.

We appreciate the contributions you have made during your time with us and acknowledge the efforts you have put into your internship. However, it is crucial for your academic success that you focus on your studies at this time.

Your last working day will be [Insert Last Working Day]. Please ensure that you complete any outstanding tasks and return any materials or equipment provided to you during your internship before your departure.

We wish you the best of luck in your future academic endeavors. Should you need any recommendations or support in your studies, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]