

Internship Termination Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are writing to formally inform you that your internship with [University/Organization Name] will be terminated effective [Insert Termination Date] due to the successful completion of your project, [Project Title].

We appreciate the hard work and dedication you demonstrated throughout your internship. Your contributions to [specific projects, tasks, or teams] were invaluable and greatly appreciated.

Please ensure that all university property has been returned by your last day, and do not hesitate to reach out if you need further assistance regarding your next steps.

We wish you all the best in your future endeavors and hope you continue to stay in touch.

Best regards,

[Your Name]

[Your Position]

[University/Organization Name]

[Contact Information]