

# University Internship Termination Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We acknowledge your internship position at [Company/Organization Name], which commenced on [Start Date]. This letter serves to confirm the mutual agreement to terminate your internship, effective [Termination Date].

We appreciate the contributions you have made during your time with us, and we wish you the best in your future endeavors. Please feel free to reach out if you need any support or references.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]