

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 at [University Name/Company Name] will be terminated effective immediately due to ongoing performance issues.

Despite the feedback and support provided during your time with us, we have not seen the necessary improvements in your performance. We believe this decision is in the best interest of both parties.

Please return any university property in your possession by [Return Date]. If you have any questions or need further clarification, feel free to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[University Name/Company Name]