

University 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 due to your upcoming relocation, we must terminate your internship with [Company/University Name], effective immediately. Your contributions have been greatly appreciated, and we are grateful for the hard work and dedication you have shown during your time with us.

Please ensure that you return all company property and complete any outstanding tasks before your departure. We wish you all the best in your future endeavors and hope you find success in your new location.

Thank you once again for your time and effort.

Sincerely,

[Your Name]

[Your Position]

[Company/University Name]

[Contact Information]