

Internship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University Name]

[Department/Office Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate my internship at [Company/Organization Name], effective [Last Working Day]. This decision follows my recent change in career path that requires me to refocus my professional development efforts.

Working with [Company/Organization Name] has been a valuable experience, and I appreciate the opportunities for growth and learning that were provided to me during my tenure. I have gained significant insights and skills that I will carry forward in my future endeavors.

I wish to express my gratitude to you and the entire team for your guidance and support. I hope to stay in touch and wish everyone continued success.

Thank you for your understanding.

Sincerely,

[Your Name]