

# Internship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Internship Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Internship Supervisor's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate my internship with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision comes as a result of a recent job offer that aligns more closely with my career goals.

I want to express my deep gratitude for the opportunity to work at [Company Name]. The experience has enriched my professional growth, and I have learned invaluable skills during my time here. I appreciate all the support and guidance you and the team have provided.

Should you require any assistance during my transition, please do not hesitate to reach out. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]