

# Internship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Internship Coordinator's Name]

[University/Company Name]

[Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally announce my decision to terminate my internship at [University/Company Name] due to personal reasons. This decision has not been made lightly, and I appreciate the opportunities provided to me during my time here.

My last working day will be [Insert Last Working Day]. I am committed to ensuring a smooth transition and will complete any outstanding tasks to the best of my ability before my departure.

Thank you for your understanding and support during my internship. I hope to stay in touch, and I look forward to the possibility of collaborating in the future.

Sincerely,

[Your Name]