

Sample Formal Notice Letter for Termination of Internship Position

[Your Organization's Letterhead]

Date: [Insert Date]

To:

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

This letter serves as formal notice of the termination of your internship position with [Organization Name], effective [Last Working Day, e.g., two weeks from the date of this letter: Insert Date].

The reason for this termination is [briefly state the reason, if applicable, e.g., completion of assigned projects, performance concerns, violation of policies, or organizational restructuring]. This decision has been made after careful consideration and in accordance with the terms outlined in your internship agreement.

In accordance with our policy, you are required to complete a notice period of [Notice Period, e.g., two weeks] from the date of this letter. During this time, please ensure that all outstanding tasks, reports, and company property are returned and that you assist in any necessary transitions.

We sincerely appreciate your efforts and contributions during your time at [Organization Name]. We wish you every success in your future endeavors and hope the experience gained here proves valuable to your professional growth.

If you have any questions or require further clarification, please feel free to contact [Supervisor's Name] at [Supervisor's Email/Phone Number].

Thank you once again for your time and commitment.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]

[Contact Information]