

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Supervisor's Name]
[Organization Name]
[Organization Address]

Re: Notice of Early Termination of Placement

Dear [Supervisor's Name],

Please accept this letter as formal notification that I am resigning from my placement position at [Organization Name], effective [Your Last Date].

After careful consideration, I have decided to terminate my placement early due to [reason: e.g., personal reasons / a change in my academic requirements / an unexpected opportunity].

I want to express my gratitude for the opportunity to work with your team. I have appreciated the chance to learn about [specific skill or project] and value the professional guidance I received during my time here.

Before my departure, I will ensure that all my current tasks are documented and handed over to the appropriate team member. Please let me know the necessary steps I should take regarding returning company property or completing final administrative requirements.

Thank you for your understanding and for the support provided during this placement.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Placement Coordinator/University Contact Name]