

[Date]

[Supervisor Name]
[Organization Name]
[Address]

Subject: Mutual Agreement for Early Placement Termination

Dear **[Supervisor Name]**,

This letter serves as a formal record of the mutual agreement between **[Organization Name]** and **[Name of Student/Intern]** to end the placement located at **[Department/Location]** effective **[Last Date of Placement]**.

We have jointly agreed to conclude this arrangement before the originally scheduled end date of **[Original End Date]** due to **[Brief Reason, e.g., completion of core projects / academic requirement changes / personal circumstances]**.

The following terms have been agreed upon:

- The final day of work/service will be **[Date]**.
- All company property, including keys, badges, and equipment, will be returned by **[Date]**.
- Final evaluations or hour logs will be completed and signed by **[Date]**.

Both parties acknowledge that this termination is amicable and that all obligations to date have been fulfilled. We thank each other for the opportunity and the professional collaboration during this period.

Sincerely,

[Student/Intern Signature]
[Student/Intern Name]

[Supervisor Signature]
[Supervisor Name]