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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear Ms. Robinson,

I am writing to inform you that I will not be able to continue in my role as Video Editing Intern at Skylark Media for medical reasons.

I recently received a diagnosis of long covid and will be unable to work for at least the next four weeks. If my treatment is successful and my doctor informs me that I am fit to return to the workplace, I would certainly be interested in resuming the internship.

I have greatly enjoyed my time in your editing department and am extremely grateful for the opportunity I was given to work as part of such an enthusiastic, supportive, and talented team.

Kind regards,

**[Signature]**

Seamus O’Rourke