

Termination of Apprenticeship Training

Date: [Insert Date]

[Apprentice's Name]

[Apprentice's Address]

[City, State, Zip Code]

Dear [Apprentice's Name],

We regret to inform you that your apprenticeship training program with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration of [specific reasons for termination, if applicable].

We thank you for your efforts during your time with us and acknowledge your contributions to the team. We encourage you to seek future opportunities that align with your career goals.

If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]