

# Letter of Apprenticeship Contract Discontinuation

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to discontinue my apprenticeship contract, effective [insert effective date]. This decision comes after careful consideration of my personal and professional goals.

I would like to express my gratitude for the opportunity to learn and grow within your organization. The experiences gained during my time as an apprentice will be invaluable as I move forward in my career.

Please let me know if there are any formalities or processes I need to complete as part of this discontinuation.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Contact Information]