

Termination of Educational Training

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your educational training program, [Program Name], will be terminated effective [Termination Date]. This decision was made after careful consideration and review.

The reasons for this termination include [briefly outline reasons, e.g., attendance, performance issues, etc.]. We encourage you to take this as a learning experience and explore other opportunities for personal and professional growth.

Please feel free to reach out to the program coordinator, [Coordinator's Name], at [Coordinator's Contact Information] for any questions or guidance regarding your next steps.

We appreciate the time and effort you have invested in the program and wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]