

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Termination of Training Agreement

Dear [Recipient Name],

I am writing to formally notify you of the termination of my training agreement dated [insert date of agreement]. This decision has not been made lightly, and I would like to express my gratitude for the opportunities and experiences provided to me during my time in the program.

As per the terms of our agreement, I am providing [insert notice period, e.g., two weeks] notice, which will make my last day of training [insert last working day]. I will do my best to ensure a smooth transition during this period.

Thank you once again for your support and guidance.

Sincerely,

[Your Name]