

Training Contract Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Training Provider's Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my training contract dated [Insert Date of Contract]. After careful consideration, I have decided that it is in my best interest to withdraw from the program.

I appreciate the opportunity I had to engage with [Company/Training Provider's Name] and thank you for your support thus far. I hope to explore potential opportunities with your organization in the future.

Please confirm the receipt of this letter and the cancellation of my training contract.

Thank you for your understanding.

Sincerely,

[Your Name]