

Apprenticeship Conclusion Notification

Date: [Insert Date]

To,

[Apprentice's Name]

[Apprentice's Address]

[City, State, Zip Code]

Dear [Apprentice's Name],

We are pleased to inform you that your apprenticeship with [Company Name] will officially conclude on [End Date]. Throughout your time with us, you have demonstrated remarkable dedication and growth in your skills.

We appreciate your hard work and contributions to our team. We are confident that the skills and knowledge acquired during your apprenticeship will serve you well in your future endeavors.

Should you require any further assistance or references in the future, please feel free to reach out to us.

Thank you for being a part of [Company Name]. We wish you the best of luck in your career!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]