

Apprenticeship Early Dismissal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Early Dismissal from Apprenticeship Program

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an early dismissal from my apprenticeship program at [Company/Organization Name], effective [Last Working Day, e.g., MM/DD/YYYY].

This decision was not made lightly; due to [brief explanation of the reason, e.g., personal circumstances, health issues, or relocation], I find myself unable to continue my apprenticeship commitment.

I am grateful for the valuable experience and knowledge I have gained while being a part of your team. I appreciate the guidance and support I have received from you and my colleagues during my time here.

Please let me know how I can assist during the transition process. I aim to ensure that all my responsibilities are managed appropriately before my departure.

Thank you for your understanding and support regarding this matter. I hope to stay in touch and look forward to possibly reconnecting in the future.

Sincerely,

[Your Name]