

Apprenticeship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the premature termination of my apprenticeship with [Company's Name], effective [Last Working Day, e.g., MM/DD/YYYY].

This decision was not made lightly, and I greatly appreciate the opportunities and experiences I have gained during my time here. However, due to [reason for termination, e.g., personal circumstances, educational pursuits], I feel it is necessary for me to step away from my apprenticeship.

I am committed to ensuring a smooth transition and am willing to assist in any way during this period. Please let me know how I can help facilitate this process.

Thank you for your understanding and support. I hope to keep in touch and will always hold my experience at [Company's Name] in high regard.

Sincerely,

[Your Name]