

# Apprenticeship Program Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of my apprenticeship program with [Company/Organization Name], effective immediately. Due to [reason for termination, e.g., personal circumstances, relocation, etc.], I am unable to continue my participation in the program.

I appreciate the opportunity afforded to me and the experience gained during my time in the apprenticeship. I would like to thank you and the team for your support throughout this journey.

Please let me know if there are any further steps I need to take to complete this termination request.

Thank you for your understanding.

Sincerely,

[Your Name]