

Apprenticeship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you that I have completed my apprenticeship with [Company Name] as of [Completion Date]. This letter serves as my official notice of termination of the apprenticeship.

Throughout my time here, I have learned a great deal and am extremely grateful for the support and guidance provided by you and the entire team. I am looking forward to applying the skills and knowledge I have gained in my future career.

Thank you once again for this invaluable experience. Please let me know if there are any further steps I need to take regarding my apprenticeship completion.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]