

# Letter of Termination of Apprenticeship by Mutual Agreement

Date: [Insert Date]

From:

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

We are writing to formally confirm our mutual agreement to terminate the apprenticeship program, effective [insert termination date]. This decision has been made after thorough consideration and discussions between both parties.

We appreciate the opportunities for growth and learning provided during my time at [Company Name]. It has been a valuable experience, and I am grateful for the support and guidance received.

Please let me know if there are any further steps or paperwork required to finalize this process.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]