

# Apprenticeship Termination Letter

Date: [Insert Date]

[Apprentice's Name]

[Apprentice's Address]

[City, State, Zip Code]

Dear [Apprentice's Name],

We regret to inform you that your apprenticeship with [Company Name] is being terminated effective [Termination Date] due to performance issues. Despite our efforts to provide support and guidance, we have observed ongoing concerns regarding your ability to meet the required standards and expectations of the role.

We encourage you to reflect on this experience and consider how you can enhance your skills for future opportunities. Should you need assistance or resources as you transition, do not hesitate to reach out.

Thank you for your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]