

Apprenticeship Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my apprenticeship position at [Company's Name] effective [Last Working Day, e.g., two weeks from today]. This has not been an easy decision, but due to personal reasons, I must terminate my apprenticeship at this time.

I want to express my sincere gratitude for the opportunity I was given to learn and grow within your esteemed organization. I have gained valuable experience and skills that I will carry with me throughout my career.

Thank you for your understanding. I hope to maintain a positive relationship going forward.

Sincerely,

[Your Name]

[Your Contact Information]