

# Apprenticeship Withdrawal Letter

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from my apprenticeship program at [Company/Organization Name], effective immediately. This decision was not made lightly, and I want to express my gratitude for the opportunities provided to me during my time here.

If necessary, I am happy to assist in the transition process and ensure that all my responsibilities are handed over appropriately.

Thank you for your understanding. I apologize for any inconvenience this may cause and hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]