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# Apprenticeship Contract Termination Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Apprentice's Name]**

[Apprentice's Address]

[City, State, ZIP Code]

**Subject:** Termination of Apprenticeship Contract

**Dear [Apprentice's Name],**

I regret to inform you that your apprenticeship contract with [Your Company Name], dated [Start Date of Contract], is being terminated effective [Termination Date]. This decision has been made in accordance with section [Relevant Section of the Contract] due to [reason, e.g., performance issues, violation of terms, or mutual agreement].

During your time with us, we appreciated your efforts and contributions. However, as per the terms of the contract, [mention any final obligations or actions required, e.g., return of company property, settlement of stipend].

If you have any questions or require further clarification, please feel free to contact me directly at [Your Contact Information]. We wish you the best in your future endeavors.

**Sincerely,**

[Your Full Name]

[Your Job Title/Position]

[Your Company Name]