

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

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

Dear [Recipient's Name],
Subject: Termination Notice

I am writing to formally notify you of the termination of my participation in the YKT program, effective [termination date]. This decision was not made lightly, and I believe it is in my best interest at this time. I appreciate the opportunities and experiences I have gained during my time in the program.

Please let me know if there are any further steps I need to follow to complete this process.

Thank you for your understanding.

Sincerely,
[Your Name]