



# APPRENTICESHIP UPDATE MEMORANDUM



Date:

MATC#:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Maryland Apprenticeship and Training Program  
1100 N. Eutaw Street, Room 209  
Baltimore, MD 21201

Reference: **Apprenticeship Cancellation/Extension**

To Whom It May Concern:

This is to notify the Council that the status of the following apprentice has changed:

Name:  Social Security Number:

Your records should be adjusted to reflect the following update:

Apprentice's term has been extended to.   
New Completion Date

Apprentice should be canceled as of   
Effective Date

This action has been taken for the reason noted below:

- 1. Apprentice voluntarily resigned.
- 2. Apprentice failed to make satisfactory progress in related instruction.
- 3. Apprentice failed to make satisfactory progress on the job.
- 4. Other reason(s); state briefly:

Signature

Title

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Maryland Apprenticeship and Training Program  
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