



APPRENTICESHIP UPDATE MEMORANDUM



Date:

MATC#:

Maryland Department of Labor
Division of Workforce Development and Adult Learning
Maryland Apprenticeship and Training Program
100 S. Charles Street, Tower 1, Suite 2000
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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Rev. 02/25