

[Student's Name]
[Student's Program]
[Student's Faculty's Name] [Date]

[Recipient's Name]
[Company Name]
[Company Address]

FORMAL APOLOGY AND WITHDRAWAL REQUEST FOR PRACTICUM ATTACHMENT

[Sir / Madam]

I am writing to extend my sincerest apologies and to formally request to withdraw from the practicum attachment at [Company Name]. My name is [Name; Matric No], and I am enrolled in the [Program] program within the [School] at Universiti Utara Malaysia.

I regret to inform you of my decision to withdraw from the practicum due to [reason]

I understand the inconvenience this may cause to your organization, and I deeply apologize. I assure you that this decision was not taken lightly, and I have deliberated extensively before reaching to this conclusion.

In light of this situation, I would like to express my gratitude for the opportunity you have provided me with thus far. I sincerely hope that this withdrawal does not reflect negatively on my character or commitment.

For any further inquiries or discussions regarding this matter, please do not hesitate to contact [Deputy Dean of HEPA's Name] at [Phone Number] or [Email Address].

Once again, I apologize for any inconvenience caused, and I appreciate your understanding and consideration in this matter.

Thank you.

Sincerely,

.....
[Student's Name]

[Name/Supervisor/Employer]
[Company Name]
[Company Address] [Date]

[Student's Name]
[Student's Program]
[Student's Faculty's Name]
[University Address]

CONFIRMATION OF STUDENT'S WITHDRAWAL FROM PRACTICUM ATTACHMENT

We have received your formal request to withdraw from the practicum attachment at [Company Name]. We understand and acknowledge your decision based on the unforeseen circumstances that have arisen.

After careful consideration, **we agree to release [student's name] from the practicum attachment at our company.** We appreciate your professionalism in communicating this matter with us.

Please be assured that your withdrawal will not reflect negatively on your character or commitment.

If there are any further administrative procedures or documents required from our end regarding your withdrawal, please do not hesitate to contact us.

Thank you.

Best regards,

.....
[Name]
[Position]
[Company Name]
[Contact Information] [Officer/Employer/Company Stamping]