NOTE: To be printed on the Singapore law practice’s / Qualifying Entity’s letterhead.

[Letter of Termination must be dated on or after the last day of training]

Singapore Institute of Legal Education

(Attn: Director, Bar Admission and Examinations)

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**TERMINATION OF PRACTICE TRAINING CONTRACT**

We write to inform the Institute that the Practice Trainee named below has terminated the practice training contract with [name of Singapore law practice / Qualifying Entity]. The particulars of the practice trainee are:

Practice Trainee: [Full name as per NRIC or FIN]

Part B Candidate No. [●]

Commencement date of training: [●]

Supervising Solicitor: [Full name as per practising certificate / NRIC / FIN]

Last day of training: [●]

Reason for termination: [●]

2. During the practice training period, the Practice Trainee took [●] non-training day(s) of leave (namely, [state dates]).

3. For clarifications, please contact [Name of partner, director, sole proprietor, sole director or sole partner / Supervisor of Qualifying Entity] [Designation] at [contact number] or [email address].

Yours faithfully,

*signed*

[Name of Partner / Director / Sole Proprietor / Sole Director / Sole Partner / Supervisor of Qualifying Entity ]

[Designation]

for [Name of Law Practice / Qualifying Entity]