

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

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

Subject: Confirmation of Contract Termination

Dear [Partner's Name],

This letter serves as formal confirmation of the termination of our partnership agreement dated [Start Date of Partnership Agreement]. We acknowledge that both parties have agreed to dissolve the partnership effective [Termination Date].

We appreciate the contributions made during our time working together and wish you continued success in your future endeavors.

If you have any questions or need further clarification, please feel free to reach out.

Thank you.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]