

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

Subject: Franchise Business Exit Plan

We acknowledge your decision to exit from the franchise agreement concerning [Franchise Brand Name] located at [Franchise Location]. This letter serves as a formal outline of the exit strategy and procedures to ensure a smooth transition.

As per our agreement, please find below the steps necessary for your exit:

1. Review of Outstanding Obligations: Assess any pending payments, inventory, and equipment status.
2. Notification Period: Ensure a [specific period] notice is provided to the franchisor.
3. Transfer of Rights: Discuss potential options for assigning the franchise rights to another party.
4. Exit Interviews: Schedule a discussion with franchise management to evaluate any issues.
5. Final Settlement: Negotiate the final settlement of any remaining financial responsibilities.

We appreciate your contributions to the franchise network and wish you continued success in your future endeavors. Should you have any queries or require assistance through this transition, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Title]

[Franchisor Company Name]

[Contact Information]