

Franchise Exit Transition Plan

Date: [Insert Date]

To: [Franchise Owner's Name]

From: [Your Name]

Subject: Franchise Exit Transition Plan

Dear [Franchise Owner's Name],

I hope this message finds you well. As we approach the transition of your franchise, I wanted to outline the steps in our Exit Transition Plan to ensure a seamless process.

1. Notification of Intent to Exit

Please confirm your intention to exit the franchise by [Insert Deadline Date]. This will allow us to begin planning accordingly.

2. Transition Timeline

The proposed timeline for the transition is as follows:

- Initial Meeting: [Proposed Date]
- Assessing Current Operations: [Proposed Date]
- Finalizing Transition Responsibilities: [Proposed Date]
- Completion of Transition: [Proposed Date]

3. Responsibility Delegation

We will assign specific responsibilities to ensure every aspect of the transition is covered. Please review the attached document for detailed roles.

4. Training and Support

We will provide support and training for the incoming franchise owner to ensure a smooth handover of operations.

5. Final Review

A final review meeting will be scheduled for [Insert Date] to address any outstanding concerns and finalize the transition.

Please feel free to reach out if you have any questions or need further clarification on any points mentioned above.

Thank you for your attention to this important transition.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]