

Franchise Partnership Exit Procedure

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, ZIP]

Dear [Franchisee Name],

This letter serves as a formal notification regarding your exit procedure from the franchise partnership between [Franchisor Name] and [Franchisee Name]. We acknowledge the decision made on [Decision Date] and wish to outline the necessary steps moving forward.

Exit Procedure Steps:

1. **Notification Confirmation:** Please confirm receipt of this letter by [Confirmation Deadline].
2. **Inventory Assessment:** Complete the final inventory assessment by [Inventory Date].
3. **Settlement of Outstanding Dues:** Ensure that all financial obligations are settled by [Settlement Due Date].
4. **Asset Transfer:** Arrange for the transfer of any remaining assets and materials by [Transfer Date].
5. **Final Review Meeting:** Schedule a final meeting to review the exit procedure on or before [Meeting Date].

We appreciate your partnership and wish you success in your future endeavors. Please reach out to our office if you have any questions regarding this exit procedure.

Best Regards,

[Your Name]

[Your Position]

[Franchisor Company Name]

[Contact Information]