

Mutual Separation Agreement

Date: [Insert Date]

To,

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We, [Your Name] and [Partner's Name], have mutually decided to separate as partners effective [Effective Date]. This letter serves as a formal agreement to outline the terms of our separation.

Terms of Separation

- All mutual assets will be divided as follows: [Detail the division].
- Both parties agree to [Detail any other agreements, such as future communication, sharing of responsibilities, etc.].
- Any debts incurred during the partnership shall be handled as follows: [Detail the arrangement].

We affirm that this decision is mutual, and we both acknowledge that we have made this agreement willingly and without any coercion.

We kindly request that both parties sign below to confirm our mutual agreement to these terms.

Signature of Partner 1: _____

Signature of Partner 2: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]