

# Letter of Cessation of Supplier Partnership

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you that [Your Company Name] has decided to cease our partnership with [Supplier's Company Name] effective [last date of partnership, e.g., "30th November 2023"]. This decision has not been made lightly, and we appreciate the relationship we have had over the years.

We would like to ensure a smooth transition during this period and will continue to honor all existing contracts and obligations until the cessation date. Please let us know how we can assist in wrapping up any outstanding matters.

We value the professionalism and dedication you have shown us, and we wish [Supplier's Company Name] all the best in its future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]