

Partnership Exit Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to exit the partnership between [Your Company Name] and [Recipient's Company Name], effective [Effective Date].

This decision has been made after careful consideration, and we believe it is in the best interest of both parties. We appreciate the collaboration and successes achieved during our partnership and wish you continued success in your future endeavors.

We are committed to ensuring a smooth transition during this period and are open to discussing any matters that require our attention before the effective exit date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]