

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Subject: Termination of Partnership Agreement

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to terminate the partnership between [Your Company Name] and [Partner's Company Name], effective [Insert Termination Date].

This decision has been made after thorough consideration, and we believe it is in the best interest of both parties. We greatly appreciate the collaboration we have shared and the successes we have achieved together during our partnership.

We are committed to ensuring a smooth transition and will work collaboratively to settle any outstanding matters before the termination date. Please let us know how we can facilitate this process.

Thank you for your understanding and for the time we have worked together. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]