

Partnership Wrap-Up Notice

Dear Team,

We hope this message finds you well. As we have previously communicated, our partnership with [Partner Company Name] will officially conclude on [Date]. We want to take this opportunity to express our gratitude for your hard work and dedication throughout this collaboration.

During this partnership, we achieved remarkable milestones, and your contributions have been invaluable. We encourage you to reflect on the experiences and relationships built during this time.

Please be assured that we are committed to a smooth transition and will provide further updates regarding any changes to your roles or responsibilities as a result of this conclusion.

Thank you once again for your continued support and professionalism.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]