

Date: [Insert Date]

To: [Partner's Name]

[Partner's Title]

[Company Name]

[Company Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally communicate our decision to exit our strategic partnership, effective [effective date]. This decision was not made lightly and comes after careful consideration of our respective business strategies and objectives.

We value the relationship we have built over the years and appreciate the collaboration and mutual support that our teams have provided. We acknowledge the achievements we have made together and are grateful for the experiences gained during our partnership.

As we move forward separately, we want to ensure a smooth transition. We are committed to fulfilling any outstanding obligations and will work closely with your team to address any necessary arrangements and finalize our exit process.

Please feel free to reach out if you have any questions or if there's anything further we can assist you with during this time. We wish you and your team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]