

Letter of Termination of Partnership

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Company Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally inform you that [Your Company Name] has decided to terminate our partnership with [Contractor's Company Name], effective [Termination Date]. This decision is not made lightly but has been determined after careful consideration of our current business needs and strategies.

Please ensure that all outstanding tasks and obligations are completed according to the terms outlined in our contract by the termination date. We will settle any remaining payments in accordance with our agreed terms.

We appreciate the efforts and contributions your team has made during our partnership and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]