

Notice of Partnership Dissolution

Date: [Insert Date]

To: [Partner's Name]
[Partner's Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you that, as per our discussions and mutual agreement, the partnership between [Your Company Name] and [Partner's Company Name] will be dissolved effective [Insert Effective Date].

This decision has been made in the best interest of both parties, and we appreciate the contributions that [Partner's Company Name] has made during our time together. We will ensure that all outstanding matters are settled promptly and that the dissolution process is handled in accordance with our partnership agreement.

Please let us know a convenient time for us to discuss any final details and necessary steps moving forward.

We wish you continued success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]