

# Partnership Exit Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. This letter serves as a formal notification of my intention to exit the partnership of [Partnership Name], effective [Exit Date].

After careful consideration, I have decided to pursue other opportunities that align more closely with my personal and professional goals. I appreciate the time and effort we have invested together and the experiences we have shared during our partnership.

According to our partnership agreement, I will ensure a smooth transition and adhere to the terms outlined regarding the exit process. I am willing to discuss any matters that need to be addressed during this time.

Please let me know a convenient time for us to meet and discuss the next steps. I wish you continued success in the future.

Thank you for understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]