

Partnership Cessation Notification

Date: [Insert Date]

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

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

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to cease the strategic partnership between [Your Company] and [Partner's Company], effective [Effective Date].

This decision was not made lightly, and is based on [brief reason for cessation, e.g., changing business priorities, market conditions, etc.]. We greatly value the collaboration we have shared and the mutual benefits we've gained during our partnership.

We are committed to ensuring a smooth transition and will work to fulfill any remaining obligations as per our agreement. Please let us know how we can assist in this process.

Thank you for your understanding and for the time we spent working together. We wish [Partner's Company] continued success in the future.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]