

Separation Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves as formal notification of the separation of our business relationship effective [Insert Effective Date]. After careful consideration, we have decided to discontinue our partnership with [Recipient's Company Name] as part of our strategic objectives.

We appreciate the services you have provided throughout our engagement. Please ensure that any outstanding obligations, including deliveries, invoices, or service completion, are finalized by the effective date.

We value the collaboration we have had and wish you success in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]