

# Shared Services Partnership Agreement

Date: [Insert Date]

[Partner 1 Name]

[Partner 1 Address]

[City, State, Zip Code]

[Partner 2 Name]

[Partner 2 Address]

[City, State, Zip Code]

Dear [Partner 1 Name and Partner 2 Name],

This Shared Services Partnership Agreement is made and entered into as of the date above by and between [Partner 1 Name] and [Partner 2 Name].

## 1. Purpose

The purpose of this agreement is to outline the shared services partnership to enhance operational efficiencies and collaborative advantages between the parties.

## 2. Scope of Services

The parties will collectively provide the following services: [List services here]

## 3. Duration

This agreement shall commence on [Start Date] and continue until [End Date], unless terminated earlier as per the terms herein.

## 4. Responsibilities

Each party shall be responsible for the following: [Specify responsibilities]

## 5. Financial Obligations

Financial contributions and obligations are outlined as follows: [Detail financial aspects]

## 6. Confidentiality

Both parties agree to maintain the confidentiality of shared information as detailed in [Section or Clause].

## 7. Termination

This agreement may be terminated under the following conditions: [Explain termination process]

By signing below, both parties agree to the terms set forth in this Shared Services Partnership Agreement.

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[Partner 1 Name]

[Title]

[Date]

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[Partner 2 Name]

[Title]

[Date]

Should you have any questions, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]