

Partnership Disengagement Notice

Date: [Insert Date]

To,

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of our intention to disengage from our partnership, effective [Insert Effective Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our partnership agreement.

We appreciate the contributions and efforts you have made during our partnership. We believe that this decision is in the best interest of both parties, and we look forward to a smooth transition.

Please let us know a convenient time to meet and discuss the next steps to ensure a seamless disengagement process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]