

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request my withdrawal from the partnership of [Partnership Name] effective [Effective Date]. After careful consideration, I believe it is in my best interest to pursue other opportunities.

Please let me know the necessary steps that need to be taken to finalize this process. I appreciate the experiences and relationships I have built during my time in the partnership and wish everyone continued success.

Thank you for your understanding.

Sincerely,

[Your Name]