

Partnership Separation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally express our mutual agreement to separate our partnership amicably. After careful consideration, we believe this decision is in the best interests of both parties.

As we move forward, it is important that we outline the steps for our separation which will include:

- Finalizing all outstanding financial obligations.
- Dividing our assets and liabilities as per our initial agreement.
- Ensuring a smooth transition for any ongoing projects.

We are committed to maintaining our respect for one another and our professional integrity during this process. I suggest we schedule a meeting at your convenience to discuss these matters in further detail and ensure a smooth transition.

Thank you for the collaboration and the experiences we have shared during our partnership. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]