

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Partner's Name]**

[Partner's Address]

[City, State, Zip Code]

**Subject: Formal Exit from Partnership**

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally announce my decision to exit our partnership, effective [exit date]. This decision has not come easily, and I have taken ample time to consider it.

To ensure a smooth transition, I propose the following steps to settle any outstanding matters:

- Review and finalize our current financial records.
- Discuss the division of assets and liabilities.
- Address the responsibilities regarding ongoing projects.

I am committed to working through the details in a professional and amicable manner. Please let me know a suitable time for us to discuss this further.

Thank you for the opportunities and experiences we've shared. I wish you and the partnership continued success in the future.

Sincerely,

[Your Name]