

Partnership Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We regret to inform you that we are terminating our partnership effective [Insert Termination Date]. This decision has not been easy, but after careful consideration, we believe it is in the best interest of both parties.

Please let us know how you wish to proceed with the final accounting and any remaining commitments. We aim for a smooth transition and would appreciate your cooperation during this time.

Thank you for the time we have spent together and the effort we have put into this partnership.

Sincerely,

[Your Name]

[Your Title/Position]