

**Dear [Client's Name],**

I hope this message finds you well. I am writing to inform you that we have made the difficult decision to end our partnership effective [end date]. This decision was not made lightly, and we truly value the time we have spent working together.

We appreciate the trust you placed in us and the opportunities we had to collaborate. However, after careful consideration, we believe it's in the best interest of both parties to move in different directions at this time.

We are committed to ensuring a smooth transition and will work with you to finalize any outstanding matters. Please let us know how we can assist you during this period.

Thank you once again for the partnership. We wish you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]