

# Formal Notice of Partnership Exit

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],

I am writing to formally notify you of my decision to exit our partnership effective [Effective Date]. This decision has been made after careful consideration and I believe it is in the best interest of both parties moving forward.

As per the terms of our partnership agreement, I will ensure that all necessary steps are taken to facilitate a smooth transition. I am committed to fulfilling my responsibilities during this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]