

# Partnership Discontinuation Notice

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number] [Date]

**[Partner's Name]**

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you that we have mutually agreed to discontinue our partnership effective [Effective Date]. This decision has been made after careful consideration and is in the best interests of both parties.

We appreciate the collaboration and efforts we have shared during our time together, and we believe this decision will allow us to pursue new opportunities more effectively.

We will ensure that all outstanding matters are settled in a timely manner and will work together to facilitate a smooth transition.

Thank you for your partnership and the good memories we have created together.

Sincerely,

**[Your Name]**

[Your Position, if applicable]