

Partnership Discontinuation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to discontinue our partnership, effective [last date of partnership]. This decision has not come lightly, as I have greatly valued our collaboration and the successes we have achieved together.

Due to personal reasons, I believe it is in both our best interests to part ways at this time. I am committed to ensuring a smooth transition, and I am happy to assist in any way I can during this process.

Thank you for the support and collaboration throughout our partnership. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]