

# Partnership Discontinuation Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you that due to ongoing restructuring efforts within our organization, we have made the difficult decision to discontinue our partnership, effective [effective date].

This decision is part of a broader strategy to streamline operations and enhance our focus on our core business objectives. We are grateful for the collaboration we have shared during our partnership and truly appreciate the contributions that [Partner's Company Name] has made to our mutual endeavors.

Please feel free to reach out to us if you have any questions or need further clarification regarding the discontinuation process. We are committed to ensuring a smooth transition during this period.

Thank you for your understanding, and we wish you and [Partner's Company Name] all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]