

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Subject: Notice of Withdrawal from Partnership

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to withdraw from our partnership, [Partnership Name], effective [Effective Date]. This decision was not made lightly and comes after careful consideration of my personal and professional goals.

Please consider this letter as the official notification as required by our partnership agreement. I am committed to ensuring a smooth transition and will work with you to finalize any outstanding matters related to our partnership.

Thank you for the opportunity to work together. I wish you all the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]