

Partnership Ending Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you that we will be ending our partnership, effective [Insert End Date]. This decision has not been made lightly, and we believe it is in the best interest of both parties.

Please ensure that all outstanding matters are settled prior to this date. We appreciate the time we have worked together and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]