

# Partnership Termination Advice

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],

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate our partnership, effective [Insert Effective Date]. This decision has not been made lightly, and I believe it is in the best interest of both parties at this time.

As per our partnership agreement, I will ensure that all remaining business matters are settled promptly, including any financial obligations and distribution of assets. I am committed to making this transition as smooth as possible.

Please let me know a convenient time for us to discuss the next steps and any necessary actions we need to take during this transition period.

Thank you for the partnership and the experiences we shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title / Position]