

Formal Notification of Partnership Termination

Date: [Insert Date]

[Partner's Name]

[Partner's Title]

[Partner's Company]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We regret to inform you that we have decided to terminate our partnership agreement effective [Insert Termination Date]. This decision was not made lightly and comes after careful consideration of our current business objectives and direction.

We appreciate the collaboration and efforts put forth during our partnership. We believe this decision aligns with our long-term goals and we hope to maintain a positive relationship moving forward.

Please ensure that all outstanding matters are concluded by the termination date. We will reach out to discuss the next steps and any necessary transitions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]