

Partnership Cessation Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that, effective immediately, our partnership, [Partnership Name], has been ceased. This decision has been reached after careful consideration and is in the best interest of both parties.

We want to express our gratitude for the collaboration and efforts put forth during our partnership. It has been a pleasure working together, and we wish you all the best in your future endeavors.

If you have any questions or need further clarification regarding the cessation of the partnership, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]