

Partnership Conclusion Notice

Date: [Insert Date]

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

[Partner's Name]
[Partner's Position]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of the conclusion of our partnership, effective [Insert Date]. This decision has been made after careful consideration and reflection on our joint endeavors.

We would like to express our gratitude for your collaboration and the successes we have achieved together. We believe that this conclusion will allow both parties to pursue new opportunities moving forward.

Please ensure that any outstanding matters are resolved by the conclusion date mentioned above. We hope to maintain a positive relationship and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

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