

Partnership Exit Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to exit from our business partnership in [Partnership Name], effective [Effective Date]. This decision was not made lightly and comes after careful consideration of my current circumstances.

I believe that this is the best course of action for both myself and the partnership. I am committed to ensuring a smooth transition and am open to discussing any necessary steps we need to take to finalize my exit.

Thank you for the opportunities and experiences I have gained during our partnership. I wish you and the remaining partners continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[Your Contact Information]