

Business Partnership Termination Agreement

Date: [Insert Date]

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

To: [Partner's Name]
[Partner's Address]
[City, State, Zip Code]
[Partner's Email]
[Partner's Phone Number]

Dear [Partner's Name],

This letter serves as a formal notification of the termination of our business partnership effective [Insert Termination Date]. Upon mutual agreement, we have decided to end our partnership concerning [Business Name/Description].

Please find below the terms agreed upon for the dissolution of the partnership:

- Final accounting will be conducted by [Insert Date].
- Assets and liabilities will be distributed as follows: [Insert Details].
- Each party will retain their respective contributions made prior to the termination.
- Confidentiality regarding business operations and finances will be maintained post-termination.

Both parties hereby agree to the terms outlined above, and any further disputes will be resolved through mediation.

Thank you for the time we spent working together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Business Name]