

Letter of Cessation of Partnership Activities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally notify you of the cessation of our partnership activities as of [Insert Cessation Date]. After careful consideration, I believe it is in our best interests to discontinue our partnership.

Over the course of our collaboration, we have achieved [briefly mention any achievements], and I truly appreciate the effort and dedication you have contributed. However, due to [reasons for cessation], I feel it is necessary for us to part ways.

Please let me know the next steps we need to take regarding the settlement of any outstanding matters related to our partnership. I am committed to ensuring a smooth transition and will cooperate fully to finalize all necessary arrangements.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]