

# Formal Notice of Partnership Termination

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [DD/MM/YYYY]

[Partner's Name]

[Partner's Address]

[City, State, ZIP Code]

## **Subject: Termination of Business Partnership**

Dear [Partner's Name],

I am writing to formally notify you of my decision to terminate our business partnership effective [Termination Date]. This decision comes after careful consideration and reflection on our business relationship.

According to the partnership agreement signed on [Date of Agreement], I am providing [Number of Days] days notice as stipulated.

During this notice period, I am committed to ensuring a smooth transition and the resolution of any outstanding matters between us. I believe it is in our best interests to finalize all pending accounts and responsibilities promptly.

Please feel free to reach out to me at your earliest convenience so we can discuss the next steps in this process.

Thank you for the time we have worked together and the experiences we have shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]