

# Partnership Termination Letter

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

[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 that we have mutually agreed to terminate our partnership effective [Termination Date]. This decision was made after careful consideration, and I believe it is in the best interests of both parties.

I want to express my gratitude for the collaborative efforts we shared during our time together. I appreciate the hard work and dedication you brought to our partnership.

As per our agreement, we will ensure that all outstanding matters are resolved amicably. Please let me know a convenient time for us to discuss the final details.

Thank you once again for your partnership. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]