

Partnership Withdrawal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally notify you of my intention to withdraw from our partnership effective [Insert Effective Date]. This decision has not come easily, and I appreciate the time and efforts we have shared during our collaboration.

As per our partnership agreement, I will ensure a smooth transition and assist in the winding up of any outstanding matters concerning our business.

Thank you for the experiences we've had together. I wish you and [Partner's Company Name] continued success in the future.

Best regards,

[Your Name]