

Partnership Termination Notice

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 am writing to formally notify you of my decision to terminate our business partnership effective [Insert Effective Termination Date]. This decision has not been made lightly, and I believe it is in the best interest of both parties.

As per our partnership agreement, I suggest we schedule a meeting to discuss the necessary steps to wind down our partnership and resolve any outstanding matters.

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]