

Notification of Partnership Ending

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you that we are ending our partnership effective [Insert End Date]. This decision was not made lightly and follows careful consideration of our current circumstances.

We believe it is in the best interest of both parties to conclude our collaboration at this time. We are committed to ensuring a smooth transition and will work with you to settle any outstanding matters. Please feel free to reach out to us to discuss the next steps.

We appreciate the efforts and contributions you have made during our partnership and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]