

Partnership Exit Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 exit the partnership of [Partnership Name], effective [Effective Date]. This decision has not been made lightly, and I believe it is in the best interest of my personal and professional growth.

As per our partnership agreement, I will ensure that all my responsibilities are settled before my departure, and I am open to discussing any necessary steps to facilitate a smooth transition.

Thank you for the time we have shared as partners. I appreciate the experiences and knowledge I gained during our collaboration.

Wishing you and the partnership all the best for the future.

Sincerely,

[Your Name]