

Formal Partnership Termination

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],

We are writing to formally notify you of our decision to terminate our partnership effective [Insert Termination Date]. This decision has not been made lightly, and it comes after careful consideration of our respective business interests and future goals.

Please let us know how you would like to proceed regarding any remaining obligations or assets shared between us. We believe it is essential to handle this transition as smoothly and amicably as possible.

Thank you for the time we have worked together and the experiences we have shared. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]