

Partnership Exit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my exit from our partnership regarding [specify partnership details]. It has been a valuable experience, but I have decided to pursue other opportunities that align more closely with my personal and professional goals.

According to our partnership agreement, I hereby give [insert notice period, if applicable] notice of my intention to exit. I am committed to ensuring a smooth transition and will assist in wrapping up my responsibilities during this period.

Thank you for your understanding. I appreciate the experiences we shared and wish the partnership continued success in the future.

Sincerely,

[Your Name]