

Mutual Partnership Exit Agreement

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Exit Terms from Mutual Partnership

Dear [Partner's Name],

We are writing to formalize the terms regarding the exit from our mutual partnership, established on [Insert Start Date]. After careful consideration, both parties have agreed to the following terms:

1. Notification Period

Both parties agree to a notification period of [Insert Duration], which will commence on [Insert Date].

2. Settlement of Accounts

All financial obligations must be settled by [Insert Date]. A final financial statement will be provided by [Responsible Party].

3. Asset Distribution

Assets will be divided as follows: [Detail Asset Distribution Agreement].

4. Confidentiality

Both parties agree to keep all confidential information regarding the partnership private, as per our initial agreement.

5. Release of Liability

Upon completion of the exit process, both parties release each other from any further obligations or liabilities relating to the partnership.

We believe this agreement honors the contributions of both parties and allows for a respectful exit from the partnership.

Thank you for your cooperation. Please sign below to indicate your acceptance of these terms.

[Your Name]

[Your Title]

Date: _____

[Partner's Name]

[Partner's Title]

Date: _____

Sincerely,

[Your Name]

[Your Contact Information]