

Partnership Termination Notice

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],

I am writing to formally notify you of my intention to terminate our partnership, effective [insert termination date]. This decision has not been made lightly, and I believe it is in the best interest of both parties.

As per our partnership agreement, I will ensure that all outstanding matters are addressed, and I am committed to a smooth transition during this period.

Please let me know a suitable time for us to discuss the next steps to finalize the termination process.

Thank you for the partnership we have shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]