

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Subject: Disengagement from Partnership

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to disengage from our partnership regarding [Partnership Name/Project] effective [Date of Disengagement].

Over the past [duration of partnership], I have appreciated our collaboration; however, due to [reasons for disengagement], I believe it is in our best interest to part ways. This decision has not been made lightly, and I have considered all aspects of our partnership.

I will ensure that all outstanding obligations are settled by [specific date], and I am committed to making this transition as smooth as possible for both parties.

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]