

Partnership Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally notify you of the termination of our business partnership established on [Insert Start Date]. This decision has not been made lightly, but after careful consideration, I believe it is in the best interest of both parties.

As per the terms of our partnership agreement, this notice serves as the [Insert Notice Period, e.g., 30 days] notice required before the dissolution of our partnership. I propose we meet to discuss the final details and settle any outstanding obligations.

Please let me know your availability for a meeting at your earliest convenience.

Thank you for the time we have spent working together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]