

Exit Plan for Business Partnership

Date: [Insert Date]

[Partner's Name]

[Partner's Address]

Dear [Partner's Name],

As we have discussed previously, I am writing to formalize my intention to exit our business partnership in accordance with the terms we agreed upon. This letter outlines the steps I propose to ensure a smooth transition for both of us.

Exit Plan Overview

1. **Notice Period:** I will provide a notice period of [insert duration], effective from [insert start date].
2. **Responsibilities During Transition:** I will continue to fulfill my duties as outlined in our partnership agreement until my exit date.
3. **Financial Settlements:** We will need to determine the financial implications of my exit, including profit sharing and asset division.
4. **Client Transition:** I am committed to assisting in the transition of my responsibilities and clients to ensure minimal disruption.
5. **Final Settlement:** A final settlement meeting will be scheduled to resolve any outstanding matters.

I believe this plan provides us with a clear path forward. I appreciate the time we have spent together as partners and wish you continued success in our venture.

Thank you for your understanding. I look forward to discussing this plan further.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]