

Partnership Exit Procedure Documentation

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Exit Procedure

Dear [Partner's Name],

This letter serves as a formal notification regarding the exit procedure as per our partnership agreement dated [Insert Agreement Date]. As discussed, the following steps will be taken to ensure a smooth exit process:

1. **Notice Period:** A notice period of [insert duration] will commence from [insert date].
2. **Final Accounting:** All financial statements shall be finalized by [insert date].
3. **Settlement of Debts:** All outstanding debts will be settled by [insert date].
4. **Distribution of Assets:** Assets will be distributed as per our partnership agreement by [insert date].
5. **Legal Documentation:** A formal dissolution document will be prepared and signed by [insert date].

Please confirm your agreement to this procedure and let me know if you would like to discuss any of the points mentioned above. I appreciate your cooperation in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]