

Partner Exit Financial Settlement Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Financial Settlement upon Your Exit from [Company Name]

I hope this letter finds you well. I am writing to formally outline the financial settlement related to your exit from [Company Name] effective [Exit Date].

As per our previous discussions, we have agreed upon the following terms regarding your financial settlement:

- Final distribution of your share of profits: \$[Amount]
- Reimbursement for outstanding expenses: \$[Amount]
- Payment for your equity interest: \$[Amount]
- Settlement of any remaining liabilities: \$[Amount]

The total amount to be paid to you upon your exit will be \$[Total Amount]. This payment will be processed by [Payment Date] via [Payment Method].

If you have any questions or require further clarification regarding this settlement, please do not hesitate to reach out. We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Company Name]