

Notice of Partnership Ending

Date: [Insert Date]

To: [Partner's Name]

Address: [Partner's Address]

Dear [Partner's Name],

I am writing to formally notify you that the partnership between [Your Company Name] and [Partner's Company Name] will be ending effective [End Date]. This decision has not been made lightly, but due to [brief reason for ending partnership], we believe it is in the best interest of both parties.

We appreciate the collaboration and efforts that have been shared during our time working together. Please let us know how we can assist in the transition process and ensure a smooth conclusion of our partnership.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]