

Partnership Conclusion Statement

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Conclusion of Partnership

Dear [Partner's Name],

We would like to formally conclude our partnership as of [insert date]. It has been a pleasure collaborating with you, and we appreciate the time and resources invested throughout our partnership.

As we part ways, we want to ensure a smooth transition and address any outstanding matters. Please find below the summary of our agreements:

- Final deliverables: [Insert Deliverables]
- Payment settlements: [Insert Payment Details]
- Confidentiality agreements: [Insert Confidentiality Details]

We wish you all the best in your future endeavors and hope our paths may cross again. Thank you for the collaboration and the valuable experiences gained.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]