

Partnership Termination Agreement

Date: [Insert Date]

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

Dear [Partner's Name],

This letter serves as a formal notice of termination of the partnership agreement made on [Insert Date of Original Agreement] between [Your Name/Your Company's Name] and [Partner's Name/Partner's Company's Name].

After careful consideration, we have mutually agreed to dissolve our partnership effective [Insert Termination Date]. This decision has not been made lightly, and both parties acknowledge the contributions and efforts made throughout our partnership.

All assets, liabilities, and obligations pertaining to the partnership will be settled by [Insert Settlement Date]. Please review any existing financial records and confirm your understanding of this agreement.

We appreciate the time and effort we have invested in this partnership and wish each other success in our future endeavors.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company's Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]