

Partnership Cessation 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],

I hope this message finds you well. I am writing to formally address our partnership and the decision to amicably cease our collaboration as of [Effective Date].

Over the course of our partnership, we have achieved several milestones together, and I am truly grateful for the experiences and growth we have shared. However, after careful consideration, I believe it is in both of our best interests to part ways at this time.

I propose we meet in the coming weeks to discuss the next steps and ensure a smooth transition for all parties involved. Please let me know your availability, and I will do my best to accommodate.

Thank you once again for your understanding and cooperation. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]