

Partnership Exit Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally announce that [Partner's Name] has decided to exit from our partnership effective [Exit Date]. This decision comes after careful consideration and reflection on their personal and professional goals.

We would like to take this opportunity to express our heartfelt gratitude to [Partner's Name] for their contributions and dedication during our time together. Their efforts have played a significant role in our achievements, and they will be greatly missed.

Moving forward, we are committed to ensuring a smooth transition and will continue to serve our clients with the same level of excellence. Should you have any questions or concerns regarding this change, please feel free to reach out.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]