

Business Partnership Exit Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 notify you of my decision to exit our business partnership, effective [insert exit date]. This decision was not made lightly, and I believe it is in the best interest of both parties as we pursue our individual goals.

I have appreciated the time and effort we have spent building [Business Name] together and wish you continued success in the future. Please let me know how we can best facilitate a smooth transition in the remaining operational matters.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position in the Business]