

# Partnership Ending Agreement

Date: [Insert Date]

To,

[Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to formally notify you of the decision to end our partnership, effective [end date of partnership]. This decision has been made after careful consideration and discussions regarding our business goals and objectives.

As outlined in our partnership agreement dated [insert date of original agreement], we will adhere to the following terms during the dissolution process:

- Settlement of any outstanding debts and obligations.
- Distribution of any remaining assets as per the partnership agreement.
- Final accounting and financial reconciliation to be completed by [insert date].

We appreciate the time and effort we have spent working together and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]