

# Exit Letter

Date: [Insert Date]

To **[Partner's Name]**  
[Partner's Company Name]  
[Partner's Address]

Dear [Partner's Name],

We hope this letter finds you well. We are writing to formally announce our exit from the partnership project we have been collaboratively working on, titled "[Project Name]."

After careful consideration, we have decided to discontinue our involvement due to [briefly state reason, e.g., strategic realignment, resource allocation, etc.]. It was a privilege to work alongside your team, and we appreciate the efforts and dedication you have invested in this project.

We will ensure a smooth transition and will complete all outstanding commitments by [insert date]. We hope to maintain a positive relationship moving forward, and we look forward to potential future collaborations.

Thank you once again for the opportunity to partner with you. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]