

[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],

Subject: Termination of Partnership Agreement

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate the partnership agreement dated [insert date of agreement].

This decision has not come easily, but after careful consideration, I believe it is in the best interest of both parties involved. As per the terms outlined in our agreement, I am providing you with [insert notice period] notice, with the effective termination date being [insert termination date].

Please let me know how you would like to proceed regarding the distribution of assets and settlement of any outstanding obligations. I believe it is important for both of us to ensure a smooth and amicable separation.

I appreciate the time we have worked together and wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]