

[Your Name]
[Your Title/Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Partner's Name]
[Partner's Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Termination of Partnership

I hope this letter finds you well.

I am writing to formally notify you of our decision to terminate our partnership agreement as of [Effective Termination Date]. This decision has not been made lightly, and it is based on [brief reason for termination, if appropriate].

Please consider this letter as the official notice required under our partnership agreement, which stipulates that [mention any relevant clause about termination].

We would like to ensure a smooth transition during this period and discuss any necessary steps regarding the dissolution of our partnership. Please let us know a convenient time for us to discuss this matter further.

Thank you for the partnership we have shared. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company Name]