

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Partner's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally resign from my position as a partner at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunity to work alongside you and the team. I appreciate the support, experiences, and camaraderie I have gained during my time here.

I will ensure a smooth transition of my responsibilities and will assist in wrapping up any outstanding projects. Please let me know how I can be of help during this period.

Thank you once again for the opportunity and understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]