

[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

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate our partnership effective [effective date of termination].

This decision was not made lightly, and I appreciate the time we have worked together. I believe it is in the best interest of both parties to conclude our partnership at this time.

Please let me know how you would like to handle the final settling of our accounts and any outstanding matters. I am committed to ensuring a smooth transition.

Thank you for the experiences and opportunities provided during our partnership.

Sincerely,

[Your Name]
[Title/Position, if applicable]