[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Termination of Partnership Agreement**

Dear [Partner’s Name],

We are writing to formally notify you of the termination of the [Partnership Agreement Name], dated [AGREEMENT DATE], between [COMPANY NAME] and [Partner’s Company Name] (the “**Agreement**”).

**Termination Details**:

* **Effective Date of Termination**: [*Termination Date, as per notice requirements*]
* **Reason for Termination (optional)**: [*Brief explanation, if applicable, e.g., “The partnership no longer aligns with our strategic goals.”*]
* **Reference to Contractual Terms**: This termination is in accordance with Section [NUMBER] of the Agreement, which allows for termination with [NUMBER] days’ notice.

We will ensure a smooth transition during the termination period to minimize any disruption. Please confirm the completion of all outstanding obligations under the Agreement by [SPECIFIC DATE], including:

* [*Outstanding Obligation 1*]
* [*Outstanding Obligation 2*]

**Next Steps**:

Please contact us to arrange for the return or finalization of any shared resources, data, or property. You may also reach out to [Name, Title] at [Email Address/Phone Number] if you have any questions or wish to discuss this matter further.

We value the contributions made during our partnership and wish you continued success in your endeavors.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]