

Heartfelt Farewell Letter to Long-Term Vendor

Subject: Thank You and Farewell

Dear [Vendor Name],

It is with mixed emotions that we announce the conclusion of our partnership with [Vendor Company] as of [End Date]. Over the past [Number] years, your dedication and service have contributed significantly to our operations.

We want to express our deepest gratitude for your unwavering support, professionalism, and the personal relationships we have built. While this chapter ends, the memories and experiences will remain with us.

We wish you and your team every success in the future.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/farewell-letter-to-suppliers-or-vendors>