

Professional Farewell Letter with Future Opportunities

Subject: Concluding Our Partnership

Dear [Vendor Name],

As part of our strategic realignment, [Company Name] will be ending our current partnership with [Vendor Company] effective [End Date]. This decision does not reflect on the quality of your services, which have been exemplary.

We hope that opportunities may arise in the future to collaborate again. Thank you for your professionalism and dedication throughout our partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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