

Casual, Friendly Email

Subject: Ending Our Partnership

Hi [Partner's Name],

I hope you are doing well. I wanted to let you know that we have decided to end our partnership as of [termination date]. This wasn't an easy decision, but it seems like the right step for both parties.

Let's make sure everything is wrapped up smoothly. Thanks so much for all your support and teamwork along the way.

Best,

[Your Name]

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