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**Exit/transition tool – Template End of Partnership Letter**

Dear [Director’s name]

Sadly our partnership with [name of organisation] has come to end. This letter is to inform you that as of [insert date] your partnership agreement with [insert name of your organisation] is terminated. As you know, this is because [insert name of your organisation] plans to [insert reason] [We are happy to act as a reference for you if needed.]

We’d like to take this opportunity to say how much we have enjoyed being a partner of [name of organisation]. We would particularly like to thank you for [insert list of things partner has done well]. [Insert any other things you’d like to thank partner for, e.g. learning from good practice]

We wish you and your organisation well in your continued work for [insert name of target group]. We hope you will consider staying in touch, and you should receive the [insert name of newsletter if relevant] regularly so that you continue to be informed about progress.

It has been a pleasure to work with you.

Yours

[Director’s name]

[Position]