[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Partner Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

**RE: NOTICE OF WITHDRAWAL AND TERMINATION OF PARTNERSHIP INTEREST**

Dear [Partner Name],

This letter serves as formal notice regarding your withdrawal as an Equity Partner from [Partnership/Company Name], effective as of [Termination Date].

Pursuant to the terms outlined in the [Partnership Agreement Name] dated [Original Agreement Date], your termination and withdrawal shall be processed under the following conditions:

- **Relinquishment of Rights:** As of the effective date, you will cease to hold any voting rights, management authority, or agency to act on behalf of the partnership.
- **Equity Buyout:** The valuation and distribution of your equity interest will be conducted in accordance with Section [Number] of the Partnership Agreement. A formal summary of the valuation will be provided by [Date].
- **Final Compensation:** Any outstanding draws, profit distributions, or expense reimbursements owed to you up until the effective date will be settled by [Date].
- **Confidentiality and Non-Compete:** We remind you of your ongoing obligations regarding [Confidentiality/Non-Compete/Non-Solicitation] clauses as specified in the agreement, which remain in effect post-termination.
- **Return of Property:** Please return all company property, including keys, electronic devices, and proprietary documents, by [Date].

We thank you for your contributions to [Partnership Name] and wish you the best in your future endeavors. Please sign and return the enclosed copy of this letter to acknowledge receipt and your agreement to the transition terms.

Sincerely,

[Signature]
[Name of Managing Partner or Authorized Officer]
[Title]

**Acknowledgment:**

I, [Partner Name], hereby acknowledge receipt of this notice and confirm my withdrawal from the partnership.

_____
[Partner Signature]

_____
[Date]