

[Print] of Partnership]

<< Name of Retiring Partner>>  
<<Address>>  
<<Address>>  
<<Address>>

<< Date >>

Dear <<Insert name of Retiring Partner>>

**RETIREMENT FROM PARTNERSHIP**

In response to your letter dated <<Insert date of letter>> we acknowledge receipt of your letter and confirm your Retirement Date>>.

You shall be repaid all sums due to you under the terms of the Partnership Agreement, being, <<Insert relevant details>> to be repaid to Retiring Partner on basis on which amounts shall be repaid.

In accepting your resignation, we confirm the terms of the Partnership Agreement in relation to, amongst other things, your activities and any transfer of Partnership Property.

<<If there are any other specific terms relating to the retirement, they should be set out here>>.

All terms used in this letter are as defined in the Partnership Agreement or your letter dated <<Insert Date>>.

Yours faithfully,

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For and on behalf of <<Business name>>