

[Insert name of Partner]

The Managing Partner  
<< Business name of Partnership  
<<Address>>  
<<Address>>  
<<Address>>

<< Date >>

Dear <<Insert name of Managing Partner>>

## RETIREMENT FROM PARTNERSHIP

In accordance with the terms of the Partnership Agreement dated <<Insert relevant Retirement Date>> between <<Insert relevant Partners>>, I am giving <<Insert required notice period>> notice of my retirement therefore taking effect on <<Insert relevant Retirement Date>> (“the Retirement Date”).

I understand that as of the Retirement Date the Partnership shall not be dissolved but shall continue as between the remaining Continuing Partners (“the Continuing Partners”), on the terms of the Partnership Agreement or on such terms as the Continuing Partners may subsequently agree.

I further understand that in accordance with the terms of the Partnership Agreement, I shall be repaid <<Insert details of my share etc>> on the terms and conditions set out in the Partnership Agreement (including my right to examine all relevant books and records of the Partnership) and that all assets and liabilities of the Partnership (including any goodwill) (“the Partnership Property”), shall vest in the Continuing Partners with whatever effect the provisions of Clause <<22>>, of the Partnership Agreement, I shall endeavour to provide the Continuing Partners with whatever may require. I shall also abide by the provisions of my activities following my retirement from the Partnership.

The Continuing Partners shall be entitled to elect in the Partnership from the Retirement Date to a new Partner or Partners, as they shall decide, should they so choose.

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

I should be grateful if you would acknowledge this letter and of my intention to retire from the Partnership on the Retirement Date.

Yours faithfully,

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