

Membership Exit Confirmation

Date: [Insert Date]

Dear [Member's Name],

We are writing to confirm your request for membership exit from [Organization/Club Name]. Your membership will officially end on [Effective Exit Date].

We appreciate the time you have spent with us and hope you have enjoyed your experience. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for being a part of [Organization/Club Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization/Club Name]

[Contact Information]