

Membership Cessation Notice

Dear [Member Name],

We hope this message finds you well. We are writing to formally inform you that your membership with [Organization Name] is set to cease effective [Cessation Date]. This decision comes as a result of [reason for cessation, e.g., non-renewal, failure to meet requirements, etc.].

We appreciate your contributions and involvement with our organization during your membership period. Should you wish to discuss this decision further, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]