

# Membership Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your membership with [Networking Group Name] will be terminated effective [Termination Date]. This decision has been made in accordance with our group's policies and procedures.

We appreciate your participation in the network and encourage you to pursue future opportunities that align with your professional goals. If you have any questions regarding this notice, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Networking Group Name]

[Contact Information]