

Cease and Desist Notification

Date: [Insert Date]

To: [Member's Name]

Address: [Member's Address]

Dear [Member's Name],

We are writing to inform you that your membership in [Organization Name] is hereby terminated effective immediately.

This decision results from [brief explanation of reason for termination]. As a volunteer organization, it is our duty to uphold our values and ensure all members abide by our guidelines.

We kindly ask you to cease all activities representing [Organization Name] and refrain from any further engagement with our projects or members.

If you have any belongings or materials belonging to [Organization Name], please arrange to return them by [return deadline].

We appreciate your understanding. If you have any questions or concerns, please feel free to contact us at [Organization's Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]