

# Membership Discontinuation Notice

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. We want to express our heartfelt gratitude for your dedication and contributions to [Organization Name] during your time as a member.

We are writing to formally acknowledge your decision to discontinue your membership with our organization. While we are saddened to see you go, we respect your choice and wish you all the best in your future endeavors.

Your involvement has made a significant impact, and we will surely miss your presence. If you have any feedback or suggestions regarding your experience with us, please do not hesitate to share. We value the insights of our members.

If you ever wish to rejoin or get involved again, our doors will always be open for you.

Thank you once again for your support and dedication.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]