

Social Club Name

Date: [Insert Date]

Dear [Member's Name],

We hope this letter finds you well. We are writing to formally notify you of the decision made by the Disciplinary Committee regarding your membership in [Social Club Name]. After a thorough review of the incidents leading to your disciplinary hearing on [date of hearing], it has been determined that your actions were in violation of the club's code of conduct.

As a result, we regret to inform you that your membership has been terminated effective immediately. This decision was not made lightly, and we considered all relevant circumstances.

You will receive any outstanding benefits and a refund of your membership dues for the remaining term within [insert timeframe]. Please return any club property in your possession by [return deadline date].

We appreciate your contributions during your time as a member and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

Social Club Name

[Contact Information]