

Departure Notification

Date: [Insert Date]

To: [Social Club Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Dear [Social Club President/Committee],

I hope this message finds you well. I am writing to formally notify you of my departure from [Social Club Name]. Due to [reason for departure, e.g., personal commitments, relocation, etc.], I will be unable to continue my membership.

My time at the club has been incredibly valuable, and I have enjoyed [mention any specific activities or memories]. I appreciate the friendships and experiences I have gained during my time here.

Please let me know if there are any final details I need to address or complete before my departure. I wish the club continued success in all its endeavors.

Thank you for everything.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]