

Resignation from Club Membership

Date: [Insert Date]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club President/Manager's Name],

I am writing to formally resign from my membership at [Club Name], effective [Last Day of Membership, e.g., two weeks from today's date]. This decision is due to my upcoming relocation to [New Location].

I have thoroughly enjoyed my time at [Club Name] and appreciate the opportunities and experiences gained during my membership. I am grateful for the friendships and connections I have made.

Please let me know if there are any formalities to complete before my departure. I hope to stay connected even after my move.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]