

# Service Termination Memo

Date: [Insert Date]

To: [Member's Name]

From: [Your Organization's Name]

Subject: Termination of Membership

Dear [Member's Name],

We regret to inform you that your membership with [Your Organization's Name] will be terminated effective [Termination Date]. This decision has been made due to [brief reason for termination, e.g., non-compliance with organizational policies, lack of participation, etc.].

We appreciate your past involvement and contributions. Should you have any questions regarding this termination, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]