

Dear [Member's Name],

We would like to take a moment to express our heartfelt gratitude for your past membership with [Organization/Club Name]. Your participation has significantly contributed to our community, and we are truly appreciative of the time and effort you dedicated during your tenure.

It is always difficult to say goodbye, and we understand that circumstances change. Please know that you are always welcome back, and we sincerely hope to see you again in the future.

Thank you once again for being a valued member. Wishing you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Organization/Club Name]

[Contact Information]