

Resignation Letter For Loan Member

Michael Green

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(512) 123-7890

July 7, 2024

Sarah Williams

Member Services Manager

ABC Loan Services

789 Birch Road

Austin, TX 78701

Dear Sarah Williams,

Subject: Resignation from Loan Membership

I am writing to formally resign from my membership with ABC Loan Services, effective immediately. This decision comes after careful consideration and due to financial restructuring that requires my full attention.

Being a member of ABC Loan Services has been a valuable experience, and I appreciate the support and services provided during my membership period. However, due to personal commitments, I must step down from my role and membership at this time.

Please inform me of any steps or formalities I need to complete to finalize my resignation. I am willing to comply with any requirements to ensure a smooth transition.

I would like to express my gratitude to ABC Loan Services for the opportunities and assistance offered to me. It has been a privilege to be a part of this organization.

Thank you for your understanding.

Yours sincerely,

Michael Green

Membership/Loan Account Number: 987654321