

# Withdrawal Membership Resignation Letter

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**Emily Johnson**

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July 7, 2024

**Robert Brown**

Membership Coordinator

XYZ Club

321 Pine Street

Lincoln, NE 68508

Dear Robert Brown,

Subject: Withdrawal of Membership

I am writing to formally resign and withdraw my membership from XYZ Club, effective immediately. This decision comes after careful consideration and due to a relocation for work that requires my full attention.

Being a member of XYZ Club has been an enriching experience, and I am grateful for the opportunities and services provided during my membership period. However, due to personal commitments, I must step down from my role and withdraw my membership at this time.

Please let me know if there are any formalities or procedures that I need to complete to finalize my withdrawal. I am willing to assist in any way to ensure a smooth transition.

I would like to extend my sincere gratitude to all members and staff of XYZ Club for their support and camaraderie. It has been a privilege to be a part of this organization.

Thank you for your understanding.

Yours sincerely,

**Emily Johnson**

Membership Number: 123456789