

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[LLC Name]  
[LLC Address]  
[City, State, Zip Code]

Dear [Managing Member's Name or All Members],

I am writing to formally resign from my position as a member of [LLC Name], effective [Last Effective Date].

I have enjoyed working with all of you and appreciate the experiences and opportunities I've had during my time with the company. However, after careful consideration, I have decided to pursue other interests.

I am committed to ensuring a smooth transition and will help as needed during this process. Please let me know how I can assist in transferring my duties and responsibilities.

Thank you again for the support and camaraderie. I wish [LLC Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]