

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

[LLC's Name]  
[LLC's Address]  
[City, State, Zip Code]

Dear [Manager/Other Members],

Subject: Resignation and Transfer of Membership Interest

I, [Your Name], hereby resign as a member of [LLC's Name], effective [Effective Date].

In accordance with the operating agreement, I am transferring my membership interest of [Percentage or Number of Units] to [Transferee's Name] effective [Effective Date].

I wish to thank all members for the opportunities and experiences during my membership. I look forward to our paths crossing again in the future.  
Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]