

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

Dear [LLC Managing Member/Member's Name],

I, [Your Name], hereby submit my resignation as a member of [LLC Name] effective [Effective Date].

This decision was made after careful consideration, and I believe it is in the best interest of both myself and the LLC.

Please let me know if there are any formal procedures I should follow or documents I need to complete to finalize my resignation.

Thank you for the opportunity to be a part of [LLC Name]. I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]