

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally resign my membership from the Young Notable Association (YNA), effective immediately.

I appreciate the opportunities and experiences I have gained during my time as a member. However, due to [brief reason for resignation, if desired], I have decided to step down.

Please confirm my resignation and ensure that my membership records are updated accordingly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Membership ID (if applicable)]