

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

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

Dear [Member/Manager's Name],

Subject: Resignation from [LLC Name]

I hereby submit my resignation as a [title or position, e.g., member/manager] of [LLC Name], effective [effective date].

I appreciate the opportunities I've had during my time with the company and wish the team continued success in the future.

Please let me know the necessary steps to finalize my resignation.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]