

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

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

Dear [Remaining Members/Manager's Name],

Subject: Resignation from Membership

I am writing to formally resign from my position as a member of [LLC Name], effective [Last Effective Date]. This decision has been made after careful consideration, and I believe it is in the best interest of both myself and the company.

I hereby request that my membership be terminated in accordance with the operating agreement of the LLC. Please consider this letter as my official notice of resignation.

If applicable, I would appreciate receiving any final distributions or necessary documentation related to my resignation.

Thank you for the opportunities provided during my time with [LLC Name].

I wish the LLC continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Member/Title, if applicable]