

Resignation from Board Membership

Date: [Insert Date]

To: [Chairperson's Name]

[Organization Name]

[Organization Address]

Dear [Chairperson's Name],

I am writing to formally resign from my position as a member of the board of directors of [Organization Name], effective [Last Working Day].

This decision was not made lightly, and I have appreciated the opportunity to serve on the board and contribute to the important work we have done together. I am grateful for the experiences I have gained and the relationships I have built during my tenure.

Thank you for your understanding. I wish the organization continued success in all its future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]