

# Board Director Resignation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as a board director of [Company/Organization Name], effective [Last Working Day, e.g., "immediately" or "30 days from today's date"].

Thank you for the opportunity to serve on the board. I wish the organization continued success.

Sincerely,

[Your Name]