

Resignation Notice

Date: [Insert Date]

To: [Board Chair's Name]

Board of Directors

[Company Name]

[Company Address]

Dear [Board Chair's Name],

It is with a heavy heart that I submit my resignation as a board director of [Company Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not made lightly, as my time with this esteemed board has been one of the most rewarding chapters of my life.

Throughout my tenure, I have been privileged to work alongside talented individuals who share a passion for [Company Vision/Goals]. The memories we've created, the challenges we've faced, and the successes we've celebrated together will forever be etched in my heart.

I want to express my heartfelt gratitude for the support, camaraderie, and inspiration I have received from each of you. As I transition into this new chapter, I will carry with me the invaluable lessons learned and the cherished friendships forged.

I wish you all continued success and hope to see [Company Name] thrive and achieve its goals in the years to come. Please feel free to reach out to me at [Your Personal Email/Phone Number], as I would love to keep in touch.

With warmest regards and deepest appreciation,

[Your Name]

[Your Title]