

Board of Directors

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as a member of the Board of Directors at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to serve alongside my fellow directors and contribute to the growth and success of [Company Name]. I am grateful for the opportunities I have had to work with such a talented team and to serve our stakeholders.

Please let me know how I can assist in the transition during this period. I wish the board and the company continued success in the future.

Thank you for the support and camaraderie during my tenure.

Sincerely,

[Your Name]

[Your Contact Information]