

Resignation Notice

Date: [Insert Date]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

Dear [Board Chair's Name],

I am writing to officially resign from my position as a Board Director of [Organization's Name], effective [Insert Effective Date]. This decision comes after careful consideration of my personal and professional commitments.

It has been a privilege to serve alongside such dedicated individuals and contribute to the mission of [Organization's Name]. I am proud of what we have accomplished together and remain passionate about the work being done.

Although I am stepping down from my board responsibilities, I would love to keep the door open for future collaboration and support the organization in any way I can. I believe in the vision of [Organization's Name] and hope to contribute in a different capacity going forward.

Thank you for the opportunity to serve, and I look forward to staying connected.

Sincerely,

[Your Name]

[Your Contact Information]