

# Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chair's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position as a Board Director of [Organization Name], effective [Last Working Day, e.g., two weeks from today].

During my tenure, I am proud to have contributed to several significant initiatives, including:

- Successfully spearheading the [specific project or initiative], which resulted in [specific outcome, e.g., increased revenue, community engagement, etc.].
- Leading the development of [another project], which improved our [specific area, e.g., operational efficiencies, member satisfaction].
- Working collaboratively with board members and staff to enhance our governance practices and strengthen our strategic planning.

I am grateful for the opportunity to serve on the board and for the support and collaboration of my fellow directors. I will cherish the relationships formed and the experiences gained during my time here.

Thank you once again for the opportunity, and I wish [Organization Name] continued success in its future endeavors.

Sincerely,

[Your Name]