

Resignation Notice

Date: [Insert Date]

Dear [Chairperson's Name],

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

It has been a privilege to serve alongside my fellow board members and contribute to the mission and goals of the organization. I am confident that the company will continue to succeed and thrive in the future.

Thank you for the support and collaboration during my tenure.

Sincerely,

[Your Name]

[Your Contact Information]