

Board Director Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Board of Directors

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Board Members,

It is with mixed emotions that I submit my resignation as a Board Director for [Company Name], effective [Last Working Day]. After careful consideration, I have decided to step down due to [brief reason, e.g., personal commitments, health reasons, etc.].

During my remaining time, I am committed to ensuring a smooth transition. I propose the following transition plan:

- Complete pending assignments and responsibilities by [specific date].
- Provide a comprehensive handover document detailing ongoing projects and key contacts.
- Assist in the onboarding of my successor, if applicable.

I am proud of what we have accomplished at [Company Name] and will continue to support the organization in any way I can. Thank you for the opportunity to serve alongside you all.

Sincerely,

[Your Name]

[Your Title, if applicable]