

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

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

This decision was not made lightly, and I deeply appreciate the opportunities for personal and professional growth that I have experienced during my time on the Board. I am proud of the work we have accomplished together, and I wish [Company Name] continued success in the future.

Thank you for your understanding and support. I am happy to assist in the transition process to ensure a smooth handover of my responsibilities.

Sincerely,

[Your Name]

[Your Contact Information]