

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 immediately due to unexpected circumstances that require my immediate attention.

This decision was not made lightly, and I sincerely regret any inconvenience this may cause to the board and the organization. I have greatly valued my time on the board and the opportunity to contribute to [specific project/mission].

Please let me know how I can assist during this transition. I wish the organization continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]