

# Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

Serving on this board has been an enriching experience, and I am proud of what we have accomplished in advancing renewable energy initiatives during my tenure. However, due to [brief explanation of reason for resignation--e.g., personal commitments, new opportunities], I have decided to step down.

Thank you for the opportunity to contribute to this important mission. I wish the board continued success in achieving its goals.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]