

# Resignation Letter from Board Member

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a member of the board of [Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and I have thoroughly considered my circumstances. I believe it is in the best interest of both myself and the organization.

I am grateful for the opportunity to have served on the board and to have worked alongside such dedicated individuals. I wish [Organization's Name] continued success and hope to keep in touch moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]