

# Board Resignation Letter

Date: [Insert Date]

[Recipient's Name]

[Agency's Name]

[Agency'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 Directors of [Agency's Name], effective [last date of service].

This decision has not been an easy one, but after careful consideration, I believe it is in the best interest of both myself and the organization. I appreciate the opportunities I have had to contribute to the important work we do at [Agency's Name].

I am proud of the progress we have made and will continue to support the agency's mission as a community member. I wish you and the entire Board continued success in your endeavors.

Thank you for your understanding, and I hope to remain in touch.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]