

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chair's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position on the board of [Agency Name], effective immediately. Due to unforeseen personal circumstances, I am unable to continue my service on the board.

I am grateful for the opportunities I have had while serving alongside such dedicated individuals, and I appreciate the important work that [Agency Name] continues to do for the community.

Thank you for your understanding.

Sincerely,

[Your Name]