

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Chairperson's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Chairperson's Name],

I am writing to formally announce my resignation from my position on the Board of [Agency Name], effective [Last Day of Service, typically two weeks from the date above].

This decision was not made lightly, and I have greatly valued my time serving on the board. I appreciate the opportunities I had to contribute to our community and work alongside such dedicated individuals.

I wish [Agency Name] continued success in its mission and hope to stay connected in the future.

Thank you for your understanding.

Sincerely,

[Your Name]