

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position on the board of [Agency Name], effective [Last Working Day]. After careful consideration, I have decided to step down in order to comply with new commitments that require my full attention.

I am grateful for the opportunities I have had to contribute to our mission, and I appreciate the support of my fellow board members during my tenure.

Thank you for your understanding. I wish [Agency Name] continued success in all its endeavors.

Sincerely,

[Your Name]