

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position on the board of [Social Service Agency Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but due to personal reasons, I must step down from my role.

I am grateful for the opportunity to work alongside such dedicated individuals and contribute to meaningful projects during my time on the board. I have learned so much and have truly valued the experience.

Please let me know how I can assist during the transition period. I hope to stay connected and wish [Social Service Agency Name] continued success in its mission.

Thank you for your understanding.

Sincerely,

[Your Name]