

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chair's Name]

[Social Service Agency's Name]

[Agency Address]

[City, State, Zip Code]

Dear [Board Chair's Name] and Board Members,

I am writing to formally resign from my position at [Social Service Agency's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such dedicated individuals who are committed to making a difference in our community. I am deeply grateful for the opportunities for personal and professional growth that I have experienced during my time here.

Thank you for your support, guidance, and encouragement throughout my tenure. I will cherish the memories and the invaluable lessons learned from my colleagues and board members.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Wishing the agency continued success in its mission.

Sincerely,

[Your Name]