

Resignation Letter

Date: [Insert Date]

[Recipient's Name]

[Agency Name]

[Agency Address]

Dear [Recipient's Name],

I am writing to formally resign from my position on the Board of [Agency Name], effective [Last Working Day]. This decision comes with a heavy heart, as my time with the agency has been incredibly fulfilling and impactful.

During my tenure, I have been proud to contribute to various initiatives, including [mention specific programs or initiatives], which have significantly benefited the community. I have appreciated working alongside such dedicated individuals who share a passion for social service and advocacy.

I will ensure a smooth transition and am happy to assist in finding a suitable replacement. I look forward to staying in touch and witnessing the continued success of [Agency Name] in fulfilling its mission.

Thank you for the opportunity to serve this board and for the invaluable experiences I have gained. I will always cherish my time here.

Sincerely,

[Your Name]

[Your Contact Information]