

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chair's Name]

[Social Service Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

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

It has been a privilege to serve on the board and contribute to the important work of [Organization Name]. I am proud of what we have accomplished together and will continue to support the mission from a distance.

Thank you for the opportunity to work alongside such dedicated individuals. I wish the organization continued success in the future.

Sincerely,

[Your Name]