

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Board Chair's Name]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position as a member of the board for [Social Service Agency Name], effective [Last Working Day]. This decision was not made lightly and comes after careful consideration of my current commitments and responsibilities.

It has been a privilege to be a part of such an important organization, and I am grateful for the opportunity to work alongside dedicated individuals who are making a difference in our community. I hope to continue supporting [Social Service Agency Name] in other capacities in the future.

Thank you for your understanding. I wish the board and the organization continued success in all its endeavors.

Sincerely,

[Your Name]