

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chairperson's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Chairperson's Name],

I am writing to formally resign from my position on the Board of Directors of [Organization Name], effective [Last Working Day, e.g., 30 days from today's date].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe that it is in the best interest of both myself and the organization.

I am grateful for the opportunities I have had to serve alongside such dedicated individuals. I remain committed to the mission of [Organization Name] and hope for its continued success.

Thank you for the support, guidance, and friendship over the years. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]