

Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position on the board of [Organization's Name], effective immediately. This decision, while difficult, is necessary due to [brief explanation, if desired].

I have appreciated the opportunity to serve on the board and contribute to the organization's mission.

Thank you for your understanding.

Sincerely,

[Your Name]