

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position on the board of [Company/Organization Name], effective [Last Working Day]. This decision was not easy and comes after much consideration of personal reasons that require my full attention at this time.

It has been an honor to serve on the board and contribute to [Company/Organization Name]. I am grateful for the opportunities I have had and the relationships I have built during my time here.

Please let me know how I can assist in the transition process. I wish you and the board continued success.

Thank you for your understanding.

Sincerely,

[Your Name]