

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 [Last Working Day, typically two weeks from the date above].

It has been an honor to serve on the board and to work alongside such a dedicated group of individuals. I am grateful for the experiences and opportunities I have had while fulfilling my responsibilities, and I will carry them forward in my future endeavors.

Thank you for your leadership and support during my tenure. I look forward to remaining connected with the organization and its mission.

Warmest regards,

[Your Name]