

Resignation Letter from Corporate Board of Directors

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally resign from my position as a member of the Board of Directors for [Company Name], effective [Last Day of Service, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had to work alongside my fellow board members and contribute to the success of the company. I appreciate the support and camaraderie shared during my tenure.

I hope to stay in touch and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]