

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Board Chair's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position as a member of the Board of Directors of [Non-Profit Organization's Name], effective [Last Day of Service, typically two weeks from the date above].

This was not an easy decision to make, but due to [brief reason for resignation, e.g., personal commitments, a change in circumstances], I believe this is the best course of action for both myself and the organization.

It has been a privilege to serve alongside such dedicated individuals and contribute to the valuable work of [Non-Profit Organization's Name]. I am proud of what we have achieved together and will continue to support the mission of the organization in any way I can.

Thank you for the support and opportunities for personal and professional development that you have provided me during my tenure on the board.

Wishing you all continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]