

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Notice

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] on the board of [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, due to [brief reason if comfortable sharing, e.g., personal reasons, new opportunities], I feel it is in the best interest for both myself and the company.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are managed appropriately before my departure.

Thank you for the support and opportunities during my time with [Company's Name]. I look forward to hearing about the company's future successes.

Sincerely,

[Your Name]