

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board of Directors' Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Board Members' Names],

I am writing to formally resign from my position on the Board of Directors of [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have greatly valued the opportunity to serve alongside you and contribute to our shared mission. However, I believe it is time for me to step down for personal reasons.

I am proud of what we have accomplished together and am confident that the organization will continue to thrive. I am committed to ensuring a smooth transition and will do everything I can to support the Board in this process.

Thank you for the opportunity to be part of such an incredible team. I look forward to staying in touch and wish [Company/Organization Name] continued success.

Sincerely,

[Your Name]