

Resignation Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I am writing to formally resign from my position as a member of the Business Advisory Council effective immediately.

This decision was not made lightly, and it has been a privilege to serve alongside my fellow council members. However, due to [brief reason for resignation], I believe it is in the best interest for both the council and myself to step down at this time.

Thank you for the support and guidance I have received throughout my tenure. I wish the council continued success in its endeavors.

Sincerely,

[Your Name]

[Your Contact Information]