

Withdrawal Letter from Social Club Board Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Club President's Name]

[Social Club Name]

[Club Address]

[City, State, ZIP Code]

Dear [Club President's Name],

I am writing to formally announce my withdrawal from my position on the board of [Social Club Name], effective immediately. This decision has not come easily, but due to [brief reason for withdrawal, e.g., personal commitments, time constraints], I believe it is best for the club and for myself to step down.

I am grateful for the opportunities I have had while serving on the board and I have enjoyed collaborating with other members to promote the goals of our club. I am confident that the board will continue to succeed in its endeavors.

Thank you for your understanding. Please let me know if there is anything I can do to assist during this transition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]