

Board Member Resignation

Date: [Insert Date]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

Dear [Board Chair's Name],

I am writing to formally resign from my position as a board member of [Organization's Name], effective [Last Day in Position]. This decision was not made lightly, and I am grateful for the support and experiences I have gained during my tenure.

To ensure a smooth transition, I propose the following transition plan:

- Notify the board of my resignation at the upcoming meeting on [Insert Date].
- Assist in identifying a suitable candidate to fill my role and provide any necessary onboarding support.
- Ensure all my responsibilities are delegated and clarify outstanding projects during my remaining time.
- Be available for consultation during the transition period of [Insert Timeframe].

Thank you for the opportunity to serve on the board. I look forward to seeing the continued success of [Organization's Name].

Sincerely,

[Your Name]

[Your Contact Information]