

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chairperson's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Board Chairperson's Name],

I am writing to formally resign from my position as a member of the board of directors for [Organization's Name], effective [Last Working Day, e.g., two weeks from today]. This decision has not been easy, but due to personal reasons, I believe it is in the best interest of both myself and the organization.

I am grateful for the opportunities I have had to serve alongside such dedicated individuals and for the experiences that I have gained during my time on the board. I look forward to staying connected with [Organization's Name] and its mission.

Thank you for your understanding.

Sincerely,

[Your Name]