

Date: [Insert Date]

[Board Member's Name]

[Address]

[City, State, Zip Code]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position as a member of the board of [Organization's Name], effective immediately. Due to ongoing health issues, I find it necessary to step down in order to focus on my wellbeing.

Serving on the board has been a rewarding experience, and I am grateful for the opportunity to work alongside such dedicated individuals. I am proud of the work we have accomplished together and will continue to support the organization from afar.

Thank you for your understanding. I wish the board and the organization continued success in the future.

Sincerely,

[Board Member's Name]

[Contact Information]