

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Board or Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Resignation from Board Position

Dear [Recipient Name],

I am writing to formally resign from my position as a member of the [Board or Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision, though difficult, comes after careful consideration of my current commitments and personal obligations.

I have greatly enjoyed working alongside my fellow board members and contributing to the mission and goals of [Organization Name]. I will do my utmost to ensure a smooth transition during my notice period.

Thank you for the support, guidance, and trust you have extended to me during my tenure. I hope to stay connected and contribute to the organization in different ways moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position on the Board]