

# Board Member Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 board member of [Organization's Name], effective immediately.

This decision was not made lightly, but due to [brief explanation of reason, e.g., personal circumstances, professional commitments], I am unable to continue my duties.

I am grateful for the opportunity to serve on the board and work alongside such dedicated individuals. I wish [Organization's Name] continued success in its mission.

Thank you for your understanding.

Sincerely,

[Your Name]