

# **Board Member Resignation Letter**

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**[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 [Last Day of Service, typically two weeks from the date above].

Due to [brief reason for resignation, e.g., personal commitments, health issues, etc.], I have made the difficult decision to step down. It has been a privilege to serve on the board and contribute to the mission of [Organization's Name].

I assure you of my support during the transition period and will ensure that all my responsibilities are handed over appropriately.

Thank you for the opportunity to be a part of this incredible organization. I wish [Organization's Name] continued success in its endeavors.

Sincerely,

[Your Name]