

# Board Member Resignation Letter

Date: [Insert 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 member of the Board of Directors of [Organization's Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunity to have served alongside such dedicated individuals. I have appreciated the chance to contribute to the mission and vision of [Organization's Name] and will always support its goals.

I wish the board and the organization continued success in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]