

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 Executive Director of [Organization's Name], effective [Last Working Day, e.g., two weeks from today]. This decision comes following the recent organizational changes that have reshaped the direction and goals of our esteemed institution.

While I have been proud to lead [Organization's Name] and contribute to its mission, I believe it is in the best interest of both myself and the organization to step aside during this transitional period. I am confident that new leadership can usher in innovative ideas and approaches necessary for our continued success.

Thank you for the opportunity to serve alongside such dedicated individuals. I cherish the experiences and relationships I have built here and wish everyone at [Organization's Name] the best in future endeavors.

Sincerely,

[Your Name]