

# Resignation Letter

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

[Board Chair's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position as Executive Director of [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly valued my time here and the experiences gained. However, I have decided to pursue my academic interests further, which I believe will enhance my professional growth and personal fulfillment.

I am committed to ensuring a smooth transition and will work diligently over the coming weeks to assist in the handover of my responsibilities. I am grateful for the opportunities I have had to collaborate with you, our dedicated staff, and the board during my tenure.

Thank you for your understanding and support. I hope to maintain the relationships I have built here and look forward to seeing [Company/Organization Name] continue to thrive.

Sincerely,  
[Your Name]