

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chairman's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Board Chairman's Name],

I am writing to formally resign from my position as Executive Director of [Company's Name], effective [last working day, typically two weeks from the date above]. This decision has been difficult, but after careful consideration, I have decided to pursue my own business venture.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support, guidance, and friendships developed here, and I am proud of what we have achieved together.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to aid in this process. Thank you once again for the experiences and memories. I look forward to staying in touch.

Sincerely,

[Your Name]