

# Letter of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Chairman/CEO's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Board Chairman/CEO's Name],

I am writing to formally announce my resignation from my position as Executive Director of [Organization's Name], effective [Last Working Day, typically two months from the date above]. After [number] years of service, I have made the decision to transition into retirement.

It has been an honor to contribute to [Organization's Name] and work alongside such a talented team. I am proud of what we have accomplished together, and I truly value the relationships I have built here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities to my successor and will do everything possible to support the organization during this time.

Thank you for the support and opportunities for professional and personal development that you have provided me throughout my tenure. I look forward to staying in touch and witnessing the continued success of [Organization's Name] in the future.

Sincerely,

[Your Name]