

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chair's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position on the board of [Organization Name], effective immediately. This decision has not come lightly, but due to unforeseen circumstances, I must step down from my role.

I appreciate the opportunity to have worked alongside such dedicated individuals and to have contributed to the mission of [Organization Name]. I regret any inconvenience my sudden departure may cause.

Thank you again for the experience and support during my tenure. I wish the organization continued success in the future.

Sincerely,

[Your Name]