

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Board Chair/President's Name],

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

This decision comes after careful consideration and is due to personal reasons that require my immediate and full attention.

It has been an honor to serve alongside my fellow board members and contribute to the mission of [Company/Organization Name]. I am grateful for the experiences and the relationships I have built during my tenure.

Please let me know how I can assist during the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]