

# Board Resignation Letter

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position on the board of [Company/Organization Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not made lightly, and I am grateful for the opportunities I have had to contribute to the board and work alongside my fellow members. I wish you and the organization continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]