

# Board Member Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

**Dear [Board Chair's Name],**

I am writing to formally resign from my position as a board member of [Organization's Name], effective immediately.

This decision was not easy and took a lot of consideration. Unfortunately, due to [brief reason for resignation, e.g., personal commitments, health issues], I am unable to continue serving in this capacity.

I appreciate the opportunity to have been part of [Organization's Name] and am grateful for the experiences and relationships I have gained during my tenure.

Thank you for your understanding. I wish the board and [Organization's Name] continued success in the future.

Sincerely,

[Your Name]