

# Notice of Resignation

Date: [Insert Date]

To: [Board Chair/President's Name]

Organization: [Nonprofit Organization Name]

Address: [Nonprofit Organization Address]

Dear [Board Chair/President's Name],

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

This decision was not made lightly, and it is based on [brief reason for resignation, e.g., personal commitments, relocation, etc.]. I am grateful for the opportunity to serve alongside such dedicated individuals and contribute to our mission.

I will ensure a smooth transition and am happy to assist in any way during my remaining time on the board. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]