

# Resignation Letter from Board Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position on the Board of [Organization's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great honor to serve alongside such talented individuals and contribute to the mission of [Organization's Name]. I am grateful for the experiences and relationships I have built during my tenure.

Thank you for your understanding, and please let me know how I can assist during the transition.

Sincerely,

[Your Name]