

Resignation Notice

Date: [Insert Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly, and I appreciate the opportunities for growth and development that I have gained during my time on the board. I am grateful for the support of my fellow board members and the team at [Company/Organization Name].

Please let me know how I can assist during the transition period. I wish you and the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]