

# Board Member Resignation Announcement

Date: [Insert Date]

Dear [Board Members/Recipient's Name],

I am writing to formally announce my resignation from the board of [Organization Name], effective [Effective Date]. This decision was not taken lightly, but due to [briefly explain reason, e.g., personal commitments, new opportunities], I believe it is in the best interest of both myself and the organization.

I have valued my time serving on the board and am grateful for the support and collaboration I have experienced with each of you. I am proud of what we have accomplished together and have full confidence that the organization will continue to thrive.

Please let me know how I can assist during this transition. I wish you all continued success and hope to stay in touch.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]