

# Board Member Exit Confirmation

[Date]

[Board Member Name]

[Board Member Address]

[City, State, Zip Code]

Dear [Board Member Name],

We acknowledge your resignation from the board of directors of [Organization Name], effective [Last Working Day]. We appreciate your contributions during your tenure and wish you the best in your future endeavors.

Thank you once again for your service. Please feel free to reach out if you need any assistance during this transition.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]