

Board Member Resignation Acceptance Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We have received your resignation letter dated [Insert Resignation Date] from your position as a board member of [Organization Name]. We would like to formally accept your resignation, effective [Insert Effective Date].

We appreciate your contributions during your tenure and value the insights you brought to our board. Your commitment and dedication have greatly benefited our organization.

Thank you once again for your service. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]