Acceptance Of Board Member Resignation

[Your Organization's Letterhead]

[Date]

[Board Member's Name]

[Board Member's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

RE: Acceptance of Board Member Resignation

I hope this letter finds you well. I am writing on behalf of the [Your Organization's Name] Board of Directors to formally acknowledge and accept your resignation from your position as a board member, effective [Resignation Date]. We understand and respect your decision, although we will deeply miss your valuable contributions and dedication to the organization.

During your tenure as a board member, you have made significant contributions to our organization's growth and success. Your insights, expertise, and passion have been instrumental in shaping our initiatives and achieving our mission. We want to extend our sincerest gratitude for your tireless efforts and commitment to the betterment of our organization and the community we serve.

Please be assured that your departure will leave a void that will not be easily filled, and we will strive to continue your legacy by upholding the principles and vision you helped instill in our organization.

We kindly request that you provide us with any outstanding board materials or documentation in your possession as you transition out of your role. Additionally, we would be honored if you could be available for a brief meeting with the incoming board members to share your insights and provide guidance as we navigate this transitional period.

On behalf of the entire board and staff, I want to express our best wishes for your future endeavors. We hope that your passion for the causes we advocate for continues to drive you forward in making a positive impact in the community and beyond.

Once again, thank you for your exceptional service and commitment to [Your Organization's Name].

Please feel free to reach out if there is anything you would like to discuss or if we can be of any assistance during this transition.

With warm regards,

[Your Name]

[Your Title/Position]

[Your Organization's Name]

[Contact Information: Phone and Email]

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