Official Acceptance Letter for Board Member Resignation

Dear [Board Member Name],

We acknowledge receipt of your resignation from your position as a board member of [Organization Name], effective [Resignation Date].

After reviewing your request, the board formally accepts your resignation with gratitude for your contributions during your tenure. Your dedication and service have been greatly valued, and we wish you continued success in your future endeavors.

Sincerely,

[Chairperson/Secretary Name]

[Organization Name]

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