

Short Email Acceptance

Hi [Board Member Name],

We have received your resignation dated [Date] from your role as board member of [Organization Name]. This email is to confirm that your resignation has been accepted.

Thank you for your valuable contributions. We wish you success in your future endeavors.

Best regards,

[Chairperson/Secretary Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-of-board-member-resignation>