

Acceptance Of Resignation Letter From Board Member

[Your Name]

[Your Title/Position]

[Date]

[Board Member's Name]

[Board Member's Address]

[City, State, ZIP Code]

Dear [Board Member's Name],

RE: Acceptance of Resignation from the Board of [Organization Name]

I hope this letter finds you well. I am writing to formally acknowledge receipt of your resignation letter dated [Date of Resignation]. On behalf of the board of [Organization Name], I would like to express our appreciation for your valuable contributions and dedicated service during your tenure as a board member.

We understand that your decision to step down from the board is a personal one, and while we are sad to see you leave, we respect your choice and acknowledge the time and effort you have invested in the organization's success.

Your expertise, insights, and commitment have been instrumental in shaping the direction of [Organization Name], and your departure will undoubtedly be felt. Please know that your impact on the organization will be remembered and cherished.

As per the bylaws and regulations of [Organization Name], we formally accept your resignation, effective [Last Working Day], and will initiate the necessary procedures to appoint a replacement board member. We will keep you informed about the process and ensure a smooth transition.

Furthermore, please consider this letter as an open invitation to stay connected with [Organization Name]. Your continued support and advice, even in an informal capacity, would be highly valued.

Once again, thank you for your outstanding service and dedication to our organization. We wish you all the best in your future endeavors.

Should you have any questions or need any assistance during this transition period, please do not hesitate to contact me directly.

Warm regards,

[Your Name]

[Your Title/Position]

[Organization Name]

[Contact Information: Phone number and Email]