

Professional Board Resignation Acceptance Letter

Subject: Acceptance of Your Resignation from the Board of Directors

Dear [Board Member Name],

This letter serves to formally acknowledge and accept your resignation from your position as a member of the Board of Directors of [Organization Name], effective [Date].

We have received your resignation letter dated [Date] and understand your reasons for stepping down from your board responsibilities. While we are disappointed to lose your valuable expertise and dedication, we respect your decision and the circumstances that have led to this choice.

During your tenure from [Start Date] to [End Date], you have made significant contributions to our organization's growth and strategic direction. Your insights in [specific area of expertise] and your commitment to [specific achievements] have been instrumental in advancing our mission.

We will ensure a smooth transition of your responsibilities. Please coordinate with [Name/Position] regarding the handover of any ongoing projects, committee assignments, and confidential materials by [Date].

Your final board meeting will be on [Date], and we would appreciate your attendance to facilitate the transition process. All board-related materials, documents, and access credentials should be returned by [Date].

We wish you continued success in your future endeavors and hope that our paths may cross again professionally.

Thank you for your dedicated service to [Organization Name].

Sincerely,

[Chair/President Name]

[Title]

[Organization Name]

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