

Warm Personal Board Resignation Acceptance Message

Subject: With Gratitude - Accepting Your Resignation

Dear [Board Member Name],

It is with mixed emotions that I write to accept your resignation from our Board of Directors, effective [Date].

While I completely understand and support your decision to step down due to [reason - personal commitments/health/career change], I cannot help but feel a profound sense of loss for our organization. Your passion, wisdom, and unwavering commitment have been the backbone of many of our most successful initiatives.

The way you championed [specific project/cause] and mentored new board members will be remembered for years to come. Your ability to ask the tough questions while maintaining respect and collegiality set a standard that we will strive to uphold.

As we move forward, please know that you will always be considered part of our organizational family. The door remains open should you ever wish to return in any capacity, and we hope you will continue to be a friend and advocate for our mission.

We are planning a small appreciation gathering on [Date] to honor your contributions. I hope you can join us for this celebration of your remarkable service.

Thank you for everything you have given to [Organization Name]. You leave behind a legacy of excellence and integrity.

With deepest gratitude and warmest regards,

[Chair/President Name]

[Title]

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