

Brief Board Resignation Acceptance Email

Subject: Resignation Acceptance - [Board Member Name]

Dear [Board Member Name],

This email confirms our acceptance of your resignation from the Board of Directors of [Organization Name], effective [Date].

Thank you for your service and contributions during your time with us. We will process the necessary paperwork and arrange for the transition of your responsibilities.

Please return all board materials and credentials by [Date]. [Administrative Contact] will reach out regarding logistics.

Best wishes for your future endeavors.

Regards,

[Chair/President Name]

[Title]

[Organization Name]

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