

Board Resignation Acceptance with Transition Details Letter

Subject: Acceptance of Resignation and Transition Planning

Dear [Board Member Name],

I am writing to formally accept your resignation from the Board of Directors, effective [Date], as outlined in your letter dated [Date].

We appreciate the advance notice you have provided, which allows us adequate time to plan for your succession. Your recommendation of potential candidates and offer to assist with the transition process demonstrates your continued commitment to the organization's wellbeing.

To ensure continuity, we have scheduled the following transition activities:

The search committee will convene on [Date] to begin identifying your replacement. Your insights on the skills and experience needed for this position would be valuable.

All ongoing committee work will be redistributed among current board members by [Date]. Please prepare brief status reports on [specific committees/projects].

We will arrange an exit interview with you on [Date] to capture your feedback and suggestions for board improvement.

Your institutional knowledge and perspective have been invaluable assets. While we accept your resignation with regret, we are grateful for your willingness to ensure a smooth transition.

Please let me know if you have any questions about these arrangements.

With appreciation,

[Chair/President Name]

[Title]

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