

Professional Conflict Resolution Board Resignation Acceptance Letter

Subject: Acceptance of Resignation - Conflict of Interest Resolution

Dear [Board Member Name],

We acknowledge receipt of your resignation letter dated [Date] and formally accept your decision to resign from the Board of Directors of [Organization Name], effective immediately.

We understand that your resignation stems from a potential conflict of interest that has arisen due to [specific situation - new employment/business relationship/personal circumstances]. Your proactive approach in identifying and addressing this conflict demonstrates the highest level of professional ethics and integrity.

Your decision to prioritize the organization's best interests, even at personal cost, exemplifies the principled leadership that made you such a valued board member. This action reinforces our respect for your character and judgment.

All board-related responsibilities will cease immediately, and we will handle the transition of your duties internally. Please arrange for the return of confidential materials and access credentials by [Date].

While we are sorry to see you go under these circumstances, we completely support your decision and commend you for handling this situation with such professionalism.

We wish you success in your new venture and hope that our paths may cross again in the future when circumstances permit.

Respectfully,

[Chair/President Name]

[Title]

[Legal/Compliance Officer Name]

[Title]

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