

# Emergency Board Resignation Acceptance Email

Subject: URGENT - Resignation Accepted Effective Immediately

Dear [Board Member Name],

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

Given the urgent nature of the circumstances you described, we are implementing the following immediate actions:

All board access and privileges are terminated as of [Time] today

Administrative staff have been notified to cease all board communications to you

Financial authorizations and signing privileges have been revoked

Security has been informed of the status change

A board meeting has been called for [Date] to address the transition and any immediate governance needs.

[Administrative Contact] will coordinate the collection of all board materials, keys, and confidential documents. Please arrange pickup/dropoff by [Date].

We appreciate your prompt notification, which allows us to maintain governance continuity during this transition.

[Chair/President Name]

[Title]

[Organization Name]

[Emergency Contact Information]

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