

Professional Board Resolution Acceptance

Subject: Acceptance of Your Resignation from Board of Directors

Dear [Director's Name],

This letter serves to formally acknowledge receipt of your resignation letter dated [Date], wherein you tendered your resignation from your position as Director of [Company Name], effective [Date].

After careful consideration by the Board of Directors during our meeting on [Date], we hereby accept your resignation with sincere regret. Your contributions to our organization over the past [Duration] have been invaluable, and your strategic insights have significantly contributed to our growth and success.

We understand your decision is based on [Reason if appropriate], and we respect your choice to pursue new opportunities. Your professionalism and dedication have set a commendable standard for future board members.

Please be advised that your resignation will be recorded in the corporate minutes, and all necessary documentation will be updated accordingly. We will arrange for the return of any company property and the completion of your final administrative requirements.

We wish you continued success in your future endeavors and hope our paths may cross again professionally.

Sincerely,

[Chairman's Name]

Chairman of the Board

[Company Name]

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