

Compassionate Health-Based Departure

Subject: Acceptance of Resignation - Our Thoughts Are With You

Dear [Director's Name],

We have received your resignation letter and want to first express our concern and support regarding your health situation. Your well-being is our primary concern, and we completely understand your need to focus on your recovery.

The Board unanimously accepts your resignation, effective [Date], with our full support and understanding. Please know that your health and recovery take absolute priority, and we respect your decision to step down during this challenging time.

Your contributions to our organization have been exceptional, and your absence will be deeply felt. However, we want you to concentrate fully on getting better without any concerns about board responsibilities.

We are arranging for [Specific Support Measures] to ensure a smooth transition of your duties. Please don't hesitate to reach out if you need any assistance with administrative matters or if there's anything we can do to support you during this time.

Our thoughts and best wishes are with you for a complete and speedy recovery. Take all the time you need, and remember that our door is always open.

With warmest regards and best wishes,

[Name]

Board Chairman

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-of-resignation-letter-of-director>