

Geographic Relocation Resignation

Subject: Acceptance of Resignation Due to Relocation

Dear [Director's Name],

This letter acknowledges your resignation from the Board of Directors due to your upcoming relocation to [Location], effective [Date].

We understand that your move to [New Location] presents logistical challenges that make continued board service impractical. While we regret losing your valuable input, we recognize that geographic distance would significantly impact your ability to fulfill your directorial responsibilities effectively.

During your tenure, you have contributed significantly to [Specific Achievements/Projects]. Your expertise in [Area of Expertise] has been particularly valuable in guiding our strategic decisions.

We are curious whether you might be interested in participating in our board meetings virtually on occasion, should your schedule and our governance requirements permit. We would value your continued input even in a limited capacity.

Please let us know your forwarding address for any future correspondence, and we wish you success in your new location.

Best of luck with your relocation and future endeavors.

Sincerely,

[Name]

Corporate Secretary

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