

Board Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to formally announce my resignation from my position on the board of [Company/Organization Name]. My last day of service will be [last day, usually two weeks from the date of the letter to allow for a smooth transition].

It is with mixed emotions that I am stepping down from this esteemed position. Over the course of my tenure, I have had the privilege of working alongside dedicated and talented individuals who are truly committed to the goals and values of our organization. I am proud of the accomplishments we have achieved together during my time on the board.

However, due to personal and professional commitments that require my undivided attention, I believe it is in the best interest of the company/organization that I step down from my current role. I want to ensure that I am leaving on a positive note and allowing sufficient time for the board to find a suitable replacement to maintain the board's effectiveness.

I am willing to assist in any way possible during this transition period to ensure a seamless handover of my responsibilities. Please let me know how I can be of help in identifying and supporting my

successor or any other matters that require my attention before my departure.

I want to express my sincere gratitude to each member of the board, the executive team, and all the employees who have supported me during my tenure. It has been an honor and privilege to serve with such remarkable colleagues, and I will cherish the experience and memories throughout my life. Please consider this letter as my formal notice of resignation, in accordance with the terms outlined in the organization's bylaws or applicable policies. I will return any company property and fulfill any remaining obligations before my departure.

Thank you once again for the opportunities and support extended to me during my time with [Company/Organization Name]. I wish the organization continued success in all its future endeavors.

Sincerely,

[Your Name]