

Trustee Resignation Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. With a mix of emotions, I am writing to formally tender my resignation from my position as a Trustee at [Organization Name]. My decision to step down from this esteemed role has not been an easy one, but due to personal reasons [or mention any other reasons if appropriate], I believe it is in the best interest of the organization and its mission.

I am immensely grateful for the opportunity to have served as a Trustee and to have been part of such an exceptional team. Throughout my tenure, I have witnessed the dedication and passion that the board and staff members bring to the organization's goals. The commitment to making a positive impact in the community has been truly inspiring.

During my time as a Trustee, I have learned valuable lessons and have had the privilege of collaborating with talented individuals. It is with a heavy heart that I bid farewell to these wonderful relationships and experiences.

Please be assured that I am committed to ensuring a smooth transition during this period. I am willing to provide any necessary support to help the board identify and onboard my successor

successfully. Moreover, I am open to participating in the search process, offering my insights to help find a suitable candidate to fill my role.

My resignation will be effective as of [last working day, typically two weeks from the date of this letter], allowing sufficient time for the board to make the necessary arrangements and for me to complete any outstanding responsibilities.

Thank you once again for the trust and support you have placed in me during my tenure as a Trustee. I remain an ardent supporter of [Organization Name] and its mission and will continue to contribute in any way I can as a private citizen.

If there is anything else you require from me during this transition period, please do not hesitate to reach out.

Wishing [Organization Name] continued success and growth in all its endeavors.

Sincerely,

[Your Name]

[Your Signature (if printed)]

[Your Typed Name]