

Formal trustee resignation template

Subject: Resignation from Trustee Position

Dear [Board Chair/Organization Name],

I am writing to formally resign from my role as Trustee of [Organization/Trust Name], effective [Date]. This decision has not been easy, but due to [personal/professional/health] reasons, I must step down from my responsibilities.

I want to express my sincere gratitude for the opportunity to serve on the Board and contribute to the growth and mission of the organization. It has been a privilege to work alongside such dedicated individuals.

I will ensure a smooth transition and am willing to assist in handing over my responsibilities to the successor trustee. Please let me know how I may best support this process.

With appreciation,

[Your Full Name]

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