

Conditional resignation with transition support

Subject: Provisional Notice of Resignation

Dear [Board Chair/Organization Name],

I am submitting my resignation as Trustee of [Organization/Trust Name], effective [Date]. However, I understand the importance of continuity, and I am prepared to remain in my position until a replacement has been identified or until the transition process is complete.

Please advise on the timeline and requirements for ensuring a smooth handover of my responsibilities.

Thank you for your understanding and cooperation. It has been an honor to serve the organization.

Best regards,

[Your Name]

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