

Friendly and informal trustee resignation

Subject: Resigning from Trustee Role

Hi [Board Chair's First Name],

I wanted to let you know that I've decided to resign from my position as Trustee at [Organization Name]. My last official day will be [Date]. It's been great being part of the team and supporting the organization's mission.

I'll do my best to help wrap up or hand over any pending tasks before I step down. Thank you for the experience and the opportunity to serve.

Best,

[Your First Name]

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