

Early notice of resignation

Subject: Preliminary Notice of Trustee Resignation

Dear [Board Chair/Organization Name],

I am writing to give early notice of my intention to resign as Trustee of [Organization/Trust Name].

Although I will remain in the position until [Date], I wanted to inform the Board in advance to allow ample time for planning and transition.

Further details regarding my handover responsibilities will be provided closer to the effective date.

Thank you for your understanding and for the opportunity to serve.

Kind regards,

[Your Name]

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