

## Board Resignation Letter

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Dear \_\_\_\_\_,

With full respect to all the opportunities you offered to me for my \_\_\_\_\_ of service with \_\_\_\_\_, this letter represents my formal notice of resignation from my board position, which I would like to take effect on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I truly appreciate the breaks that the company has entrusted me with. However, I have decided to end my employment because of \_\_\_\_\_. While serving as a member of the board, I have worked with professionals that have resulted in gaining much growth for the company and personally.

I hope that the notice-period I stated in this letter is enough for the office to find my replacement. If by any chance, I can help you in this transition, I would be willing to help as to the extent of my abilities. Please let me know if you have any clarification regarding this letter.

Respectfully,

\_\_\_\_\_  
Name and Signature of Sender