

Jane E. Sanford

100 Broadway Lane
New Parkland, CA 91010

To Sarah A. Lynch
President
Community Action Organization
1200 E. Smith Street
New Parkland, CA 91010

September 19, 20XX

Dear Ms. Lynch,

I am submitting this correspondence to you as my resignation from the executive board of the Community Action Organization. As we have recently discussed, my teenage daughter is experiencing some personal issues that require my full attention at this time. It is for this reason that I must step back from my board duties and devote more time to family obligations. My last day of service to the board will be October 3, 2014. Please accept this as my official non profit board resignation letter and formal two weeks' notice of intent to resign.

I apologize for any inconvenience this may cause the board members of CAO. I am more than willing to assist in wrapping up my duties and helping my replacement get up to speed on the position. Should you need anything further from me, please feel free to contact me at (555)555-5555. I will get back to you as soon as possible.

I have enjoyed my time serving on the board and am grateful for the experience. I will miss the interaction with my fellow board members and the community. Thank you so much for your understanding.

I have enjoyed my time serving on the board and am grateful for the experience. I will miss the interaction with my fellow board members and the community. Thank you so much for your understanding.

Sincerely,

Jane Sanford