

Jeanette Smythe

123 Main Street, Anytown, CA 12345 · 555-555-5555

September 1, 2018

Joseph Short
Director
The Art Foundation
123 Business Rd.
Business City, NY 54321

Dear Joseph,

It is with regret that I am writing to inform you of my decision to resign my position on the Board of The Art Foundation, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being a part of the Art Foundation board. I am so proud of all we have accomplished in the past five years, and I have no doubt the board will continue these successes in the future.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best regards,

Jeanette Smythe (signature hard copy letter)

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