

Adney Adolf Aiken  
Street Address City, ST ZIP Code

Date

Peter Higgs  
Title  
Organization Name  
Street Address City, ST ZIP Code

Dear Recipient Name:

It is with regret that I tender my resignation from the Organization Name board of directors, effective immediately.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past number months or years, and I offer my best wishes for its continued success.

Sincerely,

Adney Adolf Aiken  
Title