

Board Resignation Letter PDF

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Chairperson's/President's Name],

It is with a heavy heart that I submit my resignation from the board of [Organization's Name], effective [Date].

The journey we have embarked upon together has been profoundly enriching, offering numerous learning opportunities and the chance to contribute to initiatives I deeply care about. My decision to step down is driven by [personal reasons/professional commitments/other reasons], which require my undivided attention at this time.

I am immensely proud of what we have accomplished during my tenure and am grateful for the trust and support extended to me by my fellow board members and the organization at large. The experiences I have gained and the relationships I have built here will undoubtedly influence my path forward.

In the coming weeks, I am committed to facilitating a seamless transition. I am prepared to assist with any ongoing projects and to offer guidance to my successor to ensure the board's work continues without disruption.

I wish to extend my deepest appreciation to each of you for your dedication and leadership. The collective efforts of this board have made a lasting impact, and I am

confident that [Organization's Name] will continue to thrive and reach new heights in the future.

Thank you for the opportunity to serve alongside such an inspiring group of individuals. Please consider this letter as my formal resignation, and feel free to reach out for any assistance I can provide during this transition period.

With sincere gratitude and best wishes,

[Your Full Name]