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# Board Resignation Letter Template

**[Your Full Name]**

**[Your Position on the Board]**

**[Organization's Name]**

**[Organization's Address]**

**[City, State, Zip Code]**

**[Your Email]**

**[Your Phone Number]**

**[Date]**


**Dear [Chairperson's/President's Full Name] and Esteemed Board Members,**

I am writing this letter to formally announce my resignation from my position as [Your Position] of the [Organization's Name], effective [Last Working Day, typically at least two weeks from the date of the letter].

This decision has not been easy and comes after considerable reflection on my professional and personal commitments. My tenure on the board has been an immensely rewarding experience, offering me the unique opportunity to contribute to our shared vision and witness the organization's growth firsthand.

During my time on the board, I have learned a great deal and have been honored to work alongside such dedicated individuals. Together, we have faced challenges, celebrated successes, and always strived towards the betterment of our organization and the community it serves.

I assure you of my commitment to ensure a smooth transition. I am more than willing to assist in the process of finding and onboarding my successor. I am also available to



provide any necessary support or to share insights and experiences that might help the board continue its valuable work without interruption.

I would like to express my sincere gratitude for the support and camaraderie I have enjoyed during my tenure. I hold in high regard the mission of [Organization's Name] and am confident in the board's ongoing success in achieving its goals.

Please accept this letter as my official resignation. I look forward to remaining an active supporter of [Organization's Name] and its endeavors. Thank you once again for the opportunity to serve on this board. It has been a privilege.

**Warm regards,**

**[Your Full Name]**

**[Your Signature, if sending a hard copy]**