

# BOARD RESIGNATION LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents my official notice of resignation from my board position with \_\_\_\_\_ which is to be made final on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I regretfully announce this decision due to \_\_\_\_\_.

It has been with great pleasure to be alongside the individuals at this organization and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be in the future to help in this transition.

Sincerely,

\_\_\_\_\_