

Formal resignation letter template for board members

Subject: Resignation from Board Position

Dear [Chairperson/Board Name],

I am writing to formally resign from my position as [Title/Board Member] of [Organization Name], effective [Last Working Day].

This decision comes after careful consideration due to [reason, e.g., personal commitments, health issues, relocation]. I am grateful for the opportunity to have served and contributed to the organization's mission.

I will assist in ensuring a smooth transition and am happy to support the board in finding a replacement if required.

Sincerely,

[Your Name]

[Title/Position]

[Contact Information]

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