

Casual and personal resignation letter for a board member

Subject: Stepping Down from the Board

Hi [Chairperson/Board Name],

I wanted to let you know that I am resigning from my board position at [Organization Name], effective [Last Working Day].

It has been a pleasure working with such a dedicated team, but I must step down due to [reason, e.g., increased workload, family commitments]. I will do my best to ensure a smooth handover before my departure.

Thank you for the support and collaboration.

Best regards,

[Your Name]

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