

Professional resignation letter including offer to help with transition

Subject: Resignation from Board Membership

Dear [Chairperson/Board Name],

Please accept this letter as formal notice of my resignation from my role as [Position] on the board of [Organization Name], effective [Last Working Day].

I am committed to assisting in any way to ensure a smooth transition. This includes briefing my successor or completing pending projects as necessary.

Thank you for the opportunity to contribute to such an impactful organization.

Sincerely,

[Your Name]

[Title]

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