

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Board Chair's Name]
[Board Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Board Chair's Name],

I am writing to formally resign from my position on the Board of [Board Organization Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision was not made lightly, and I am grateful for the experiences and opportunities I have had while serving on the board. I appreciate the support and collaboration of my fellow board members and the organization's staff.

Please let me know how I can assist during this transition period. I wish [Board Organization Name] continued success in its future endeavors.

Thank you for your understanding.

Sincerely,
[Your Name]