**Board Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as my formal resignation from [Position Name] effective [Resignation Date].

I am no longer able to continue my responsibilities as member of [Name of Board]. I will [Reason for leaving, ex: “be moving away from the area”], and will thus be unable to adequately focus the appropriate time and energy towards the board’s initiatives.

I am thankful for the opportunity to work towards and accomplish board objectives during my tenure. I have been honored to serve with all of you to achieve our collective goals, and am still passionate about the Board’s mission. I am more than willing to lend support when and where I can in the future.

Please let me know how I can be of assistance during the transition period. I wish you and the [Board Name] the very best going forward. I will always be an ardent support of our shared cause.

Sincerely,

[*Your Signature*]

[Your Name]