**BOARD OF DIRECTORS RESIGNATION LETTER**

Subject: Board Resignation

Dear Chelsea,

It has been my pleasure to serve with you on the board of the Nutrition Council. You have given us strong leadership, and I’ve enjoyed working with you for the last three years. I am sure that the goals we have set will be easily attained by the dedicated and talented members of this board.

That said, I feel that it is time for me to resign my position and focus on some other areas of my career. Please consider my resignation effective the last day of our fiscal year, June 30, 20XX. Until such time, I am happy to continue to participate in the committees I am working with and will also help to catch my replacement up to speed.

You may have some prospects in mind to consider for the position I am leaving, but if you would like my input on a candidate to take my place, please don’t hesitate to ask.

Best wishes,

Bill Jones