**BOARD OF DIRECTORS RESIGNATION LETTER**

Keyla Gallegos,

It is with deep regret that I announce my resignation from the Parker County Children First Initiative, effective January 1, 20XX. I am moving out of the area and will not be able to devote the necessary time and attention to the Children First Initiative.

Please know that I have thoroughly appreciated and enjoyed the opportunity to serve with you all to further childhood nutrition, fitness and wellness. I am proud of our collective achievements and the significant progress the Initiative has made toward improving the emotional and physical health of our community’s children. I am particularly honored to have served as chair of the organization’s volunteer fundraising activities, and I am truly grateful for the extensive assistance each of you offered. As a board and as individuals, you are all tremendously talented, and I feel lucky to have volunteered by your side these past six years.

I am hopeful that I have given sufficient advance notice so that we can ensure a smooth transition for the next Fundraising Chair. I will always champion your cause and remain available to the organization via telephone or email. I look forward to seeing your many future accomplishments.

Sincerest regards,

Marianne Coupier