**BOARD OF DIRECTORS RESIGNATION LETTER**

Kimberly E. Murray

Chairperson

ABC Nonprofit Organization

123 Main Street

Suite B

Columbus, OH 43266

February 1, 20XX

Dear Ms. Murray,

I am just sending this letter to let you know that I am resigning from my position on the board of ABC Nonprofit Organization. As you may know, in recent years my health has been steadily declining, and I have had to miss many board meetings due to hospitalizations. I feel that it is in the best interest of both myself and ABC Nonprofit Organization if I step down from my board responsibilities at this time. I hereby relinquish all responsibilities and privileges of my membership, effective immediately. I hope you understand.

I apologize for any inconvenience that my resignation may cause. If any clarification is needed in this matter, please do not hesitate to contact me. My phone number is (555)555-5555 and my email address is [email] I will return all messages as quickly as possible.

I have enjoyed working with ABC Nonprofit Organization and am honored to have served the community in this capacity. The experience I earned as a board member is very valuable to me and will serve me well in all areas of life. I wish the organization continued success and thank you for your patience and cooperation at this time.

Yours sincerely,

Gloria Reed

Gloria M. Reed

132 Broadway Street

Suite 1

Columbus, OH 43266

Tel: (555)555-5555