**LETTER TEMPLATE**

**BOARD OF DIRECTORS RESIGNATION LETTER**

**[Your name]**

**[Address]**

**[Date]**

**[Board president's name]**

**[Title]**

**[Board name]**

**[Address]**

Dear **[name].**

I am writing to inform you about my decision to leave my position as **[board member or position on board]** of **[name of the organization],** effective **[date or immediately].**

**[Give reasons for why you cannot continue to serve on the board].**

Thank you for the opportunity to contribute to such an incredible organization. I've truly valued the opportunity to work with such a strong and dedicated team. I wish the best to you and the other members going forward.

Sincerely,

**[Name]**