**BOARD RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**
**Address:** **[ADDRESS]**

**City, State, Zip:** **[CITY, STATE, ZIP]**
**Phone:** **[PHONE NUMBER]**
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**
**Address:** **[ADDRESS]**

**City, State, Zip:** **[CITY, STATE, ZIP]**
**Phone:** **[PHONE NUMBER]**
E-Mail: **[EMAIL ADDRESS]**

Dear **[RECIPIENT]**,

This letter represents my official notice of resignation from my board position with **[NAME OF COMPANY]** which is to be made final on the [DAY] day of **[MONTH]**, [YEAR].

I regretfully announce this decision due to **[EXPLAIN REASON]**.

It has been with great pleasure to be alongside the individuals at this organization and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be in the future to help in this transition.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)