

[Current Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the Board of Directors of [Organization Name], I am writing to formally accept your resignation from your position as [Board Member Title], effective [Final Date].

We appreciate the time, expertise, and leadership you have contributed to the board during your tenure. Your efforts have been instrumental in [mention a specific project or general success], and your presence will be missed by your fellow board members.

We wish you the very best in your future endeavors. Please let us know if there are any outstanding materials or documents that need to be transitioned before your departure date.

Thank you again for your service to [Organization Name].

Sincerely,

[Your Name]
[Your Title/Board Chair]
[Organization Name]