

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

[Date]

[Board Member Name]
[Address]
[City, State, Zip Code]

Dear [Board Member Name],

On behalf of the Board of Directors of [Company Name], I am writing to formally acknowledge and accept your resignation from your position as [Job Title/Position] on the Board, effective [Effective Date].

The Board wishes to express its sincere appreciation for your [Number] years of service and leadership. Your contributions to the [Committee Name/Specific Project] and your strategic insights have been instrumental to the organization's success during your tenure.

We will begin the process of filling the vacancy in accordance with our bylaws. We wish you the very best in your future professional and personal endeavors.

Sincerely,

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