

[Date]

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

Dear [Recipient Name],

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

We respect your decision to step down and wish to thank you for your service and contributions to the board during your tenure. Your dedication to [specific project or goal] has been greatly appreciated.

Please ensure that all organizational property, keys, and confidential documents in your possession are returned to [Contact Person/Department] by [Date]. Additionally, we will coordinate with you regarding any necessary handover of outstanding tasks or digital access credentials.

We wish you the very best in your future endeavors.

Sincerely,

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