

[Date]

[Recipient Name]  
[Board Title/Position]  
[Organization Name]

Dear [Recipient Name],

On behalf of the Board of Directors, I am writing to formally acknowledge and accept your resignation from your position as [Board Title], effective [End Date of Term].

We understand that your term is coming to its scheduled conclusion, and we want to express our sincere gratitude for your dedicated service. Your leadership and contributions over the past [Number] years have been vital to the success and growth of [Organization Name].

Specifically, your work on [mention a specific project or committee] has left a lasting impact on our organization. We have greatly valued your insight, professionalism, and commitment to our mission.

We wish you the very best in your future endeavors. Please let us know if there are any final administrative items to address before your departure.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]