

[Date]

[Executive Name]

[Board Title]

[Company Name]

Dear [Executive Name],

On behalf of the Board of Directors, I am writing to formally acknowledge and accept your resignation from your position as [Executive Board Title] at [Company Name], effective [Last Working Date].

We would like to express our sincere gratitude for your leadership and the significant contributions you have made to our human resources strategy and overall organizational growth during your tenure. Your dedication to fostering our corporate culture and advocating for our employees has left a lasting impact on the company.

Over the coming weeks, we will coordinate with you to ensure a smooth transition of your current responsibilities and board duties. Please let us know how we can best support you during this period.

We wish you the very best in your future professional endeavors and thank you again for your service to the Board.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., Chairman of the Board / CEO]

[Company Name]