

[Current Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]

Dear [Recipient Name],

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

We appreciate your commitment to ensuring a smooth transition. Per our discussion, we have outlined the following steps to finalize your tenure:

- **Handover of Responsibilities:** Briefing [Name of Successor or Interim] on all active projects and committee duties by [Date].
- **Documentation:** Transferring all relevant digital files, passwords, and organizational records to the Board Secretary.
- **Final Meeting:** Attending the upcoming board meeting on [Date] to provide a final status update on [Specific Initiative].

Your leadership has been vital to our growth, particularly your work on [Specific Achievement]. We are grateful for your willingness to remain available for consultation during this period of change.

We wish you the very best in your future endeavors.

Sincerely,

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