

FOR IMMEDIATE RELEASE

Date: [Insert Date]

Announcement: Acceptance of Executive Board Member Resignation

The Board of Directors of [Organization Name] hereby announces the formal acceptance of the resignation of [Name of Board Member], who has served as [Title/Position] since [Start Date].

On behalf of the entire organization, the Board wishes to express its sincere gratitude to [Name] for their dedicated service, leadership, and significant contributions to [Organization Name] during their tenure. Their commitment has been instrumental in [mention one or two brief achievements].

[Name]'s resignation is effective as of [Effective Date]. While they are stepping down from their executive role to [brief reason, e.g., pursue new opportunities / focus on personal endeavors], we wish them the very best in all future pursuits.

The Board has initiated a formal process to identify a successor. During this transition period, [Name of Interim Person or "the remaining Board members"] will oversee the responsibilities associated with this position to ensure organizational stability and continuity.

For further information, please contact:

[Name of Contact Person]
[Title]
[Email Address]
[Phone Number]

Authorized by:
[Name of Board Chair/President]
[Title]
[Organization Name]