### horizontal line**Advisory Board Resignation Letter**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Board Chair’s Name]  
[Company/Organization’s Name]  
[Company/Organization’s Address]  
[City, State, Zip Code]

**Subject: Resignation from Advisory Board**

Dear [Board Chair’s Name],

Please accept this letter as my formal resignation from the advisory board of [Company/Organization’s Name], effective [Last Working Day, e.g., two weeks from the date of this letter or specific date].

It has been an honor to serve on the advisory board and to contribute to the strategic direction and vision of [Company/Organization’s Name]. I am proud of the progress we have made together, and I am grateful for the opportunity to have been part of such an inspiring team. However, due to [reason for resignation], I must step down from my role at this time.

I am happy to work with you to ensure a smooth transition and will remain available to provide support as needed during this time.

Thank you for the privilege of serving alongside such talented individuals. I look forward to staying connected and supporting [Company/Organization’s Name] from afar.

Warm regards,  
[Your Name]