
Board Chairman Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Members' Names]

[Company/Organization's Name]

[Company/Organization's Address]

[City, State, Zip Code]

Subject: Resignation from Position of Board Chairman

Dear Board Members,

It is with a heavy heart that I announce my resignation as Chairman of the Board for [Company/Organization's Name], effective [Last Working Day, e.g., two weeks from the date of this letter or specific date].

Serving as the Chairman has been one of the greatest honors of my career. Together, we have navigated challenges and celebrated milestones, and I am incredibly proud of all that we have achieved. After careful reflection, I have decided that it is time for me to step down and focus on [reason for resignation, such as personal or professional commitments].

I am fully committed to a smooth transition and will work with the board and management to hand over my responsibilities effectively. Please feel free to reach out if I can assist in any way during this process.

Thank you for your trust, support, and friendship over the years. I look forward to witnessing the continued success of [Company/Organization's Name].

Warmest regards,

[Your Name]