
Volunteer Board Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chair's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Resignation from Volunteer Board

Dear [Board Chair's Name],

I am writing to formally announce my resignation from the volunteer board of [Organization's Name], effective [Last Working Day, e.g., two weeks from the date of this letter or specific date].

Serving as a volunteer board member has been an incredible experience, and I am grateful for the opportunity to work alongside such passionate and committed individuals. However, due to [reason for resignation, such as personal commitments or professional obligations], I am no longer able to continue in this capacity.

I am committed to ensuring a smooth transition and will assist in any way necessary to support the board during this time. Please feel free to reach out if there's anything more I can do to facilitate this process.

Thank you once again for the meaningful experience, and I look forward to seeing the continued positive impact of [Organization's Name].

Sincerely,

[Your Name]