
Charity Board Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Chair's Name]

[Charity's Name]

[Charity's Address]

[City, State, Zip Code]

Subject: Resignation from Charity Board

Dear [Board Chair's Name],

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

Serving on the board of [Charity's Name] has been a deeply fulfilling experience, and I am grateful for the chance to work toward such an important mission alongside remarkable board members. Due to [reason for resignation, such as personal obligations or other commitments], I am unable to continue in this role at this time.

I am committed to a smooth transition and will ensure that my responsibilities are adequately covered. Please let me know if there is anything specific I can do to assist with the transition.

Thank you for the opportunity to contribute to this noble cause. I am excited to see [Charity's Name] continue to make a positive impact and will always support its mission.

Sincerely,

[Your Name]