

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]

[Recipient Name]  
[Title]  
[Organization Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

It is with regret that I tender my resignation from the [Organization Name] board of directors, effective immediately.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past [number] [months or years], and I offer my best wishes for its continued success.

Sincerely,

[Your Name]  
[Title]