

February 12, 2010

Terry ExecutiveDirector

Company Name

Company Address

Dear Mr./Ms. ExecutiveDirector,

This letter is to inform you that I must resign as a member of (organization/company) Board of Directors, effective immediately.

It has been my pleasure to serve on the board for (time period). However, I feel I have no choice but to step down, due to (optional explanation).

I wish the organization only the best for the future, and regret any inconvenience my resignation my cause.

Sincerely,

Your Name

cc: names of other board members