Dear Ms. Velez,

I am writing this letter to inform you of my resignation from my position on the board of ABC Middle School. As you may already know, my health has been in a state of decline in the last couple of years and I have missed many meetings due to hospitalizations. Because of this situation I feel that it is in the best interest of both myself and ABC Middle School if I step down from the board. I will relinquish all of my responsibilities and privileges as a board member effective August 15, 2014. I appreciate your patience and cooperation in this matter.

I regret any inconvenience that my resignation may cause to the school board, and will make all efforts during my last two weeks to help decrease any such inconvenience. Should you have any need to get in touch with me, my telephone number is (555)-555-5555 and my email address is [email] I hope to hear from you soon.

I have greatly enjoyed the cooperative experience of serving on the school board during my term and am thankful for your help and kindness along the way. I am honored to have worked in the capacity of improving the school and its functions for our children and grandchildren and am grateful for your understanding.

Yours sincerely,

Kurt Fellows

Kurt M. Fellows