**Sample Resignation Letter**

Below is a sample letter informing a board of the decision to resign.

January 1, 2019  
  
Ann Smith  
ann@smith.com  
888-888-8888  
123 Road, St., New York NY 11121  
  
Company Inc.  
Bryan Doe  
bryan@company.com  
Board Member  
123 Business Road, New York NY 11121  
  
Dear Board Members —  
  
I am writing this letter to inform you that I am relieving my seat and position as Board Member of Company Inc. It was an absolute pleasure to provide my fiduciary duty over the span of the past 4 years. I have prepared my replacement and ensure that there will be a smooth transition that considers the business.  
  
I want to thank you again for this opportunity to be part of this team. My last day as part of the board of directors and board members will be March 30th, 2020.  
  
Sincerely,  
Ann Smith