Board Resignation Letter

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Introduction

When a Board member wants to resign from the board, a resignation letter has to be submitted to the Board Chairman. The reason for the resignation can be explained in the letter. As a request is being made, the tone of the letter should be polite. There should not be any grammatical or other errors.

Board Resignation Letter Tips

The following tips will help you to write a board resignation letter:

- As it is a formal letter, the words and phrases should be chosen carefully.

- The language should be easy to understand and simple.

- The content should be short, precise and straightforward.
**Sample Board Resignation Letter**

To
The Chairman,
Board of Directors,
Orion Industries Ltd.,
Bangalore

Dear Sir,

I take this opportunity to inform you with regret that I have decided to resign from being a Board member of Orion Industries Ltd. I request you to remove my name from the Board documentations with immediate effect.

I want to clarify to the Board the reason for my sudden decision to quit. I am of the opinion that my contribution to the board in very limited. My stay here as a board member is not adding to the productivity of the Company. In my opinion it is better if I resign and give opportunity to another person who is more deserving.

I hope that the company under your chairmanship with a dedicated team will help the company to prosper.

Please accept my resignation and inform me if there are any other formalities to be completed.

Thanking you,

Yours Sincerely,

Rajkumar Pradith
Board Resignation Letter Template

To,

__________ (Chairman’s name)

__________ (Chairman’s address)

__________

From:

______________ (Your name)

______________ (Your address)

_____________________

Date __________ (date of writing letter)

Dear Mr. /Ms__________ (name of the concerned person),

I want to inform you through this letter that I am quitting from the post of Board member of__________ (name of the company). I request you to remove my name from Board Documentations with immediate effect.

I want to clarify to the board my sudden decision to quit. I am of the opinion that my contribution to the company’s progress is very limited. In this context I feel I should give a chance to a deserving person. I will have the satisfaction of letting a better person to be in the Board.

I hope that the company under your guidance with a committed team will prosper and reach new heights.

Please accept my resignation and let me know if there are any formalities to be completed.
Looking forward to hear from you,

Yours Sincerely,

____________ (Your name)
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