Jonathan Smith

4422 Main Street, America City, TX 75093 · 555-555-5555

August 15, 2019

Jamie Doe   
President  
Town Lake Homeowners Association   
12 Business Rd.

America City, TX 75093

Dear Jamie,

It is with regret that I am writing to inform you of my decision to resign my position of Secretary on the Board of Directors for Town Lake Homeowners Association, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position and responsibilities to the Board and Homeowners and I feel it is best for me to make room for someone with the time and energy to devote to the position.

It has been a pleasure being a part of Town Lake Homeowners Association board and I look forward to continued participation as a homeowner. I am so proud of all we have accomplished in the past year, and I have no doubt the board will continue these successes in the future.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best regards,

Jonathan Smith

Subject: Resignation - Bill Jones

Dear Chelsea,

It has been my pleasure to serve with you on the board of the XYZ Council. You have given us a strong leadership, and I’ve enjoyed working with you for the last three years. I am sure that the goals we have set will be easily attained by the dedicated and talented members of this board.

That said, I feel that it is time for me to resign my position, and focus on some other areas of my career. Please consider my resignation effective the last day of our fiscal year, May 31, 20XX. Until such time, I am happy to continue to participate in the committees I am working with, and will also help to catch my replacement up to speed.

You may have some prospects in mind to consider for the position I am leaving, but if you would like my input on a candidate to take my place, please don’t hesitate to ask.

Best wishes,

Bill jones  
bill@email.com   
555-123-4567