

[Your Name]
[Your Property Address]
[Date]

[Name of HOA Board President or Management Company]
[HOA Name]
[HOA Mailing Address]

Subject: Resignation from the Board of Directors

Dear Members of the Board,

Please accept this letter as formal notification that I am resigning from my position as [Your Title, e.g., Secretary/Member-at-Large] on the [HOA Name] Board of Directors, effective [Your Last Date].

[Optional: State reason, e.g., Due to my upcoming relocation / Due to personal commitments].

It has been a pleasure serving our community. I am proud of the work we have accomplished during my term, specifically [Optional: Mention a specific project]. I wish the board and our neighbors continued success in maintaining and improving our neighborhood.

I will ensure that all files, keys, and association property in my possession are returned to the management office by [Date]. Please let me know the necessary steps to ensure a smooth transition of my responsibilities.

Sincerely,

[Your Signature]

[Your Printed Name]