

HOA Board Resignation Letter Template

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Title

Homeowners' Association Name

Address

City, State, ZIP Code

Dear [Recipient's Name],

Paragraph 1: State Your Intention

I am writing this letter to formally resign from my position on the Homeowners' Association Board of Directors, effective [insert date]. This decision was not made lightly, but after careful consideration, I believe it is the best choice for both myself and the association.

Paragraph 2: Reasons for Resignation

Due to recent changes in my personal and professional commitments, I find it challenging to dedicate the time and attention that this role deserves. I have

enjoyed serving the community, but I must now focus on other priorities that require my full involvement.

Paragraph 3: Express Appreciation

It has been an honor to serve as part of the Homeowners' Association Board of Directors. I am deeply grateful for the opportunity to work alongside such dedicated and passionate individuals who share a commitment to improving our community. The experiences and relationships I have built here will always remain meaningful to me.

Paragraph 4: Offer Assistance

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist in training or orienting my successor during this period. I want this transition to be as seamless as possible for the board and the community.

If you have any questions or need further clarification, please feel free to reach out to me at [your email address] or [your phone number].

Best regards,

[Your Name]

[Signature]