

Sample School Board Member Resignation Letter

December 14, 2021

Dr. Susan Salcido, County Superintendent
Santa Barbara County Education Office
P. O. Box 6307
Santa Barbara, CA 93160-6307

Dear Dr. Salcido:

It has been a privilege to serve as Trustee for the *School District* for the past seven years. Together, we have accomplished a great deal, and it has been an honor to serve the students and this community during a particularly eventful period in the history of *school district*.

At this point, I need to spend more time with my businesses, family, and my other volunteer positions. Therefore, I am writing to notify you that I am resigning my position as of January 19, 2022, allowing me to attend and participate in the January 18, 2022, Board Meeting.

Please let me know if you have any questions or if there is anything more you need from me. You may also pass on questions to *superintendent* if it is more convenient.

Sincerely,

John Doe, School District Board Member