



VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

FORMAT OF RESIGNATION LETTER FOR THE POST OF CHAIRMAN

From:- Name of Chairman

Name [Society Member name]

Address [_____]

Date :- //2024

To,

[Name of the Society Secretary,

[Address of the Society],

Sub :- Resignation Letter for the post of Chairman

Dear Sir,

It is with a heavy heart that I submit my resignation as the Chairman of our society, effective immediately or with effect from Date [/ / 2024]. After careful consideration, I have come to the difficult decision that it is time for me to step down from this role and focus on other aspects of my life.

I am proud of what we have achieved together during my tenure as Chairman. We have made significant progress in maintaining the cleanliness and security of the society, organizing community events, and resolving various issues that have arisen. I would like to thank all of you for your support and cooperation during my time in office.

I apologize for any inconvenience my resignation may cause and I am committed to ensuring a smooth transition for the new Chairman. I am willing to work with the society's executive committee to ensure a seamless handover of responsibilities.

Thank you for the opportunity to serve as your Chairman. I will cherish the memories and the experiences that I have had with all of you.

Sincerely,

(Signature)

[Chairman Name]

Former Chairman,

[Name of the Cooperative Housing Society]

