

Subject: Resignation from Union Representative Position

Dear [Union Team/Specific Name],

I hope this message finds you well. I am writing to formally announce my resignation from my role as union representative, effective [Last Working Day, typically two weeks from the date of the letter].

The decision to step down was not made lightly. After much reflection, I've realized it's time for me to focus on personal commitments and allow new leadership to bring fresh perspectives to our union.

During my tenure, I've seen tremendous growth and achieved meaningful progress, thanks to the unwavering support of colleagues like you. I'm proud of the strides we've made in improving working conditions and advocating for our members' rights.

I am committed to ensuring a smooth transition and will work closely with you to hand over any ongoing tasks. I am hopeful that with your dedication, the union will continue its trajectory of success.

Thank you for the opportunity to serve, and for the enriching experiences we've shared. Please feel free to keep in touch at [Your Email] or [Your Phone Number].

Wishing the union continued success and prosperity.

Warm regards,

[Your Full Name]