

[Current Date]

[Retiring Board Member's Name]

[Home Address]

[City, State, Zip Code]

Dear [Retiring Board Member's Name],

On behalf of the Board of Directors of [Company Name], I am writing to formally accept your notice of retirement from your position as a Member of the Board, effective [Effective Date].

We accept your resignation with a mix of regret and sincere gratitude. During your [Number] years of service, your leadership and strategic vision have been instrumental in the growth and success of the organization. Specifically, your contributions to [Specific Committee or Project] have left a lasting impact that will benefit the company for years to come.

We wish you the very best in your retirement and thank you for your dedicated service and commitment to our mission. We hope you enjoy this well-deserved new chapter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title, e.g., Chairman of the Board]

[Company Name]