

[Current Date]

[Recipient Name]

[Home Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the Board of Directors of [Organization Name], I am writing to formally accept your resignation from your position as [Board Title], effective [Last Date of Service].

We understand that this decision comes as you enter your well-deserved retirement. We want to express our deepest gratitude for your leadership, vision, and the significant contributions you have made to the executive board during your tenure. Your expertise has been instrumental in the success and growth of this organization.

We wish you a long, healthy, and happy retirement. Thank you for your years of dedicated service and for the legacy you leave behind.

Sincerely,

[Your Signature]

[Your Name]

[Your Title/Board Role]

[Organization Name]