

To: All Staff and Stakeholders

From: [Name of Board Chair/CEO]

Date: [Date]

Subject: Announcement: Retirement of [Board Member Name]

Dear Team,

On behalf of the Board of Directors, I am writing to announce that [Board Member Name] will be retiring from their position on the Board, effective [Date].

During their [Number] years of service, [Board Member Name] has been an invaluable asset to [Organization Name]. Their leadership in [mention specific committee or area, e.g., the Finance Committee or Strategic Planning] has played a critical role in our growth and success.

We are deeply grateful for the dedication, expertise, and vision they brought to every meeting. While we will miss their presence in the boardroom, we wish them the very best in this next chapter of their life.

Please join us in thanking [Board Member Name] for their years of service and commitment to our mission.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]