

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Chairman Name or Board Secretary]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Name of Chairman or Board of Directors],

Please accept this letter as formal notification that I will be retiring from my position on the Board of Directors for [Company/Organization Name], effective [Last Date of Service].

It has been an honor to serve on the Board for the past [Number] years. I am proud of the progress we have made during my tenure, particularly [mention a specific project or achievement]. I have truly valued the opportunity to collaborate with such a dedicated group of professionals.

As I prepare for my retirement, I am committed to ensuring a smooth transition. Please let me know how I can best assist in handing over my current responsibilities or aiding in the onboarding of a successor during my remaining time.

I wish the Board and the entire organization continued success in the future. I look forward to staying in touch as a supporter of [Company/Organization Name].

Sincerely,

[Signature]

[Your Printed Name]