

[Your Name]
[Your Job Title]
[Date]

To the Board of Directors,
[Company Name]

Subject: Resignation and Retirement from the Human Resources Strategic Board

Dear Members of the Board,

I am writing to formally announce my retirement and my resignation from my position on the Human Resources Strategic Board, effective [Your Last Working Date].

It has been a privilege to serve on this board and to contribute to the long-term strategic vision of our organization's human capital. I am proud of the milestones we have achieved together, particularly in [mention a specific project or achievement, e.g., leadership succession planning or culture transformation].

During my remaining time, I am committed to ensuring a seamless transition of my responsibilities. I am available to assist in the briefing of my successor and to provide any necessary documentation regarding ongoing strategic initiatives.

I would like to thank the Board and the executive leadership team for the opportunity to influence the direction of the company. I look forward to seeing the organization continue to thrive.

Sincerely,

[Signature]

[Your Printed Name]