

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

[Date]

[Chairman's Name]
Chairman of the Board
[Organization Name]
[Organization Address]

Dear [Chairman's Name],

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

It has been a privilege to serve on this Board for the past [Number] years. I am proud of the milestones we have achieved together and have great confidence in the future direction of the organization.

I intend to make this transition as smooth as possible. Please let me know how I can assist in handing over my current responsibilities or briefing a successor during my remaining time.

I wish you, the Board, and the entire organization continued success.

Sincerely,

[Your Signature]

[Your Printed Name]