

[Your Name]  
[Your Current Title]  
[Date]

To the Board of Directors,  
[Organization Name]

Dear Members of the Board,

Please accept this letter as formal notification that I will be retiring from my position as [Your Title] and resigning from the Executive Board, effective [Your Last Date].

It has been a privilege to serve [Organization Name] over the past [Number] years. I am incredibly proud of what we have accomplished together, and I want to ensure that the transition of leadership is as seamless as possible to maintain our current momentum.

In line with our talent succession strategy, I am committed to spending my remaining time here mentoring [Successor Name/The Leadership Team] and documenting key operational processes. My goal is to provide a comprehensive handover that empowers the next generation of leadership to build upon our existing success.

I am grateful for the support you have shown me during my tenure. I look forward to working closely with you over the coming months to finalize the succession plan and ensure a stable transition for our employees and stakeholders.

Sincerely,

[Your Signature]

[Your Printed Name]