

[Your Name]
[Your Job Title]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Chairperson]
[Human Resources Advisory Board Name]
[Organization Name]

Dear [Recipient Name],

Please accept this letter as formal notification that I will be resigning from my position on the Human Resources Advisory Board, effective [Your Last Working Date], for the purpose of my retirement.

It has been a privilege to serve on the Board and to contribute to the strategic human resources initiatives of [Organization Name]. I am proud of the progress we have made together in improving workplace policies and employee engagement during my tenure.

During my final weeks, I am committed to ensuring a smooth transition. I am happy to assist in handing over my current projects, documentation, and responsibilities to my successor or other Board members as directed.

I would like to thank you and the rest of the Board for the professional support and the opportunities for growth I have experienced here. I wish the Human Resources Advisory Board and the entire organization continued success in the future.

Sincerely,

[Signature (if sending by mail)]

[Your Typed Name]