

Current Date

To the Board of Directors,
[Company Name]
[Company Address]

Subject: Resignation and Retirement from the Board of Directors

Dear Members of the Board,

I am writing to formally notify you of my retirement and my resignation from my position as Corporate Culture Director on the Board of Directors, effective [Final Date].

It has been a privilege to serve this organization and to lead our initiatives in shaping a positive and inclusive corporate environment. I am proud of the progress we have made together in strengthening our values and employee engagement during my tenure.

I am committed to ensuring a smooth transition of my responsibilities. I am available to assist in the handover process and to provide guidance to my successor before my departure.

Thank you for the opportunity to contribute to the growth and culture of [Company Name]. I wish the Board and the company continued success in the future.

Sincerely,

[Your Name]
Corporate Culture Director
[Your Phone Number]
[Your Email Address]