

[Your Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Board Chair Name]
[Organization Name]
[Organization Address]

Dear [Board Chair Name] and Members of the Board:

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

It has been an honor to serve this organization during my tenure. I am proud of the progress we have made toward our strategic goals and the fiscal health we have maintained. I have chosen this timing to ensure a smooth transition of responsibilities as the organization enters the new fiscal cycle.

I want to express my gratitude for the opportunity to have worked alongside such a dedicated group of professionals. I remain fully committed to completing my remaining duties and assisting in the handover of any committee responsibilities before the fiscal year-end.

I wish the Board and [Organization Name] continued success in all future endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]