

[Your Name]
[Your Title]
[Date]

[Recipient Name]
Chairperson/Head of Board
Human Capital Strategy Board
[Organization Name]

Dear [Recipient Name],

Please accept this letter as formal notification that I will be retiring from my position on the Human Capital Strategy Board, effective [Your Last Working Date].

It has been a privilege to serve on this Board and contribute to the development of our organization's workforce initiatives. I am proud of the strategic milestones we have achieved together during my tenure.

During my remaining time, I am committed to ensuring a smooth transition. I will complete my current tasks and am available to assist in briefing my successor or providing documentation on ongoing strategic projects.

I wish the Board and the organization continued success in all future human capital endeavors.

Sincerely,

[Signature]

[Your Printed Name]