

[Your Name]
[Your Title, e.g., Senior HR Director]
[Date]

To the Board of Directors,
[Company Name]

Dear Members of the Board,

I am writing to formally notify you of my intention to retire from my position as Senior HR Director and from my seat on the Board, effective [Your Last Working Date].

After [Number] years with [Company Name], I have decided that it is the right time for me to transition into this next chapter of my life. It has been a distinct honor to serve this organization and to work alongside such a dedicated leadership team.

During my remaining time here, I am fully committed to ensuring a seamless transition of my responsibilities. I am happy to assist in the search for my successor and to help brief the Board on ongoing human resources strategies and governance matters.

I want to thank the Board for the trust and support you have extended to me throughout my tenure. I am proud of what we have accomplished together and look forward to watching the company's continued growth.

Sincerely,

[Signature]

[Your Printed Name]