

[Your Name]
[Your Title/Position]
[Date]

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

Dear Members of the Board,

Please accept this letter as formal notification that I am retiring from my position on the Board of Directors, effective immediately.

After much consideration, I have decided that now is the right time for me to transition into retirement. It has been a privilege to serve this organization and work alongside such dedicated professionals.

I am committed to ensuring a smooth transition. Please let me know how I can assist in handing over my current responsibilities or briefing my successor during this period.

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

Sincerely,

[Signature]

[Your Printed Name]