

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title, e.g., Board Chair]
[Organization Name]
[Organization Address]

Dear [Recipient Name] and the Board of Directors,

Please accept this letter as formal notification of my retirement from the Board of Directors of [Organization Name], effective [Last Date of Service].

Serving on this board for the past [Number] years has been a profound honor. I am incredibly proud of the milestones we have achieved together, particularly [mention a specific project or achievement]. I hope that the foundations we have built during my tenure will continue to serve as a strong legacy for the organization's future success.

I want to express my deepest gratitude for the opportunity to work alongside such dedicated individuals. I am grateful for the friendships made and the collective wisdom shared during our time together. My commitment to the mission of [Organization Name] remains steadfast, and I look forward to watching the organization flourish from a new perspective.

During this transition period, I am happy to assist in the handover of my responsibilities or help in identifying a successor to ensure a seamless leadership transition.

Thank you once again for the privilege of serving this organization.

Sincerely,

[Your Signature]

[Your Printed Name]