

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

[Date]

[Name of Board Chair]  
Board Chairperson  
[Name of HR Consulting Firm]  
[Firm Address]  
[City, State, Zip Code]

Dear [Name of Board Chair],

Please accept this letter as formal notification that I will be retiring from my position on the Board of Directors of [Name of HR Consulting Firm], effective [Last Date of Service].

It has been a privilege to serve on the board for the past [Number] years. I am proud of the strategic milestones we have achieved together, particularly in advancing our human capital advisory services and strengthening our market position within the HR consulting industry.

I want to express my gratitude to my fellow board members and the executive leadership team for their collaboration and dedication. I am confident that the firm is well-positioned for continued growth and will continue to provide exceptional value to its clients.

During this transition period, I am happy to assist in any way necessary to ensure a smooth handover of my responsibilities, including the briefing of a potential successor.

I wish [Name of HR Consulting Firm] continued success in the future.

Sincerely,

[Signature]

[Your Printed Name]