

Board Composition Change Notification

Date: [Insert Date]

Circular to: All Stakeholders

Dear [Recipient Name],

We are writing to inform you about a change in the composition of our Board of Directors effective [Effective Date].

As of the above date, we welcome [New Board Member's Name] as a new member of our Board, bringing invaluable expertise in [mention relevant field or experience]. We believe that [his/her/their] contribution will significantly enhance our governance and strategic direction.

Additionally, we regret to announce the departure of [Outgoing Board Member's Name], who has decided to step down due to [reason, if appropriate]. We are grateful for [his/her/their] dedication and contributions during [his/her/their] tenure.

We appreciate your continued support and look forward to an exciting new chapter for our organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]