

Notification of Changes in Board Membership

Date: [Insert Date]

To: [Recipient Name]

From: [Sender Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We would like to formally inform you of recent changes to our Board of Directors. Effective [insert effective date], the following changes will take place:

- [Name of outgoing board member], [Position, if applicable] - [Reason for departure]
- [Name of incoming board member], [Position] - [Brief background or qualifications]

We appreciate the contributions of [Name of outgoing board member] and look forward to the insights and leadership of [Name of incoming board member].

Should you have any questions regarding these changes, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]