

Letter of Recognition

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Organization's Name], I would like to extend our heartfelt appreciation for your dedicated service as a Board Director. Your commitment, leadership, and vision have played a crucial role in guiding the organization towards success.

Your expertise in [mention any specific area of expertise] has greatly contributed to our initiatives and has fostered a culture of excellence within the board. Your insights during our meetings have been invaluable, and we are grateful for the time and effort you have dedicated to our mission.

As you step down from your position, please know that your contributions will leave a lasting impact on our community and the organization as a whole. We hope to carry forward the rich legacy you have established.

Thank you once again for your extraordinary service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]