

# Board Director Retirement Appreciation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the entire board and staff, I would like to take this opportunity to express our heartfelt appreciation for your dedication and service as a board director over the past [number] years. Your commitment to our mission and vision has greatly contributed to our organization's success.

Your leadership and guidance have been invaluable, and your insight will be missed. You have played a pivotal role in shaping our strategies and ensuring that we remain focused on our core values.

As you retire, please know that your legacy will live on through the initiatives you championed and the many lives you have positively impacted during your tenure. We wish you all the best in your future endeavors and hope that you enjoy your well-deserved retirement.

Thank you once again for your outstanding service and dedication.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]