

Retirement Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you that our esteemed Board Director, **[Director's Name]**, has decided to retire after **[number of years]** years of dedicated service to our organization.

Throughout their tenure, **[Director's Name]** has been a key driver of our success, providing invaluable leadership and vision. Their commitment to excellence and passion for our mission have greatly impacted our community and will always be remembered.

As we prepare for this transition, we want to assure you that we are committed to continuing the outstanding work that **[Director's Name]** has led. Their retirement will be celebrated in a special event on **[date]**. More details will follow soon.

Please join me in thanking **[Director's Name]** for their remarkable contributions and in wishing them all the best in their future endeavors.

Sincerely,
[Your Name]
[Your Position]