

Retirement Notice

Date: [Insert Date]

Dear Stakeholders,

I am writing to inform you of my decision to retire from my position as a Board Director of [Company Name], effective [Retirement Date]. It has been a privilege to serve alongside such talented individuals and contribute to our mission.

During my tenure, I have witnessed remarkable growth and transformation within our organization. I am proud of our accomplishments and the teamwork that drove our success.

I want to thank each one of you for your support and collaboration throughout the years. I am confident that [Company Name] will continue to thrive and reach new heights.

Please feel free to reach out should you have any questions or need assistance during this transition.

Warm regards,

[Your Name]
Board Director, [Company Name]