

Retirement Announcement

Date: [Insert Date]

To: All Staff and Board Members

Dear [Company/Organization Name] Team,

It is with mixed emotions that we announce the retirement of [Director's Name], effective [Retirement Date]. After [number] years of dedicated service, [he/she/they] has decided to step down from [his/her/their] role as a member of our Board of Directors.

[Director's Name] has made significant contributions to our organization, including [mention specific achievements or contributions]. [His/Her/Their] leadership and vision have helped shape our mission and propelled us forward.

We would like to express our deepest gratitude for [his/her/their] unwavering commitment, and we wish [him/her/them] all the best in this new chapter of [his/her/their] life. We will honor [his/her/their] legacy and continue to uphold the values [he/she/they] instilled in our organization.

Please join us in celebrating [Director's Name]'s career and contributions at a farewell event on [Event Date] at [Event Location]. Further details will follow.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]