

Retirement Announcement

Dear [Board Members/Community],

It is with mixed emotions that we announce the forthcoming retirement of [Board Member's Name], effective [Retirement Date]. After [Number] years of dedicated service and leadership, [he/she/they] will be stepping down from [his/her/their] position on the board.

Throughout [his/her/their] tenure, [Board Member's Name] has made significant contributions to our organization, including [specific achievements or contributions]. [His/Her/Their] vision and commitment have had a lasting impact on our mission and goals.

We would like to express our sincere gratitude for [his/her/their] hard work and dedication. Please join us in celebrating [his/her/their] remarkable career and contributions during [an upcoming event, if applicable] on [Date].

Thank you, [Board Member's Name], for your service. We wish you all the best in your retirement and future endeavors.

Warm regards,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]