

Retirement Announcement

Dear [Committee Members],

I hope this message finds you well. I am writing to formally announce my retirement from the Governance Committee, effective [retirement date]. It has been a true honor to serve alongside such dedicated individuals over the years.

As I prepare for this new chapter in my life, I want to express my heartfelt gratitude for the support and collaboration I have experienced within this committee. Together, we have made significant strides, and I am proud of what we have accomplished.

I will ensure a smooth transition and am happy to assist in finding a suitable replacement. Thank you once again for the memories and friendships I have built during my tenure.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]