

Board Director Executive Departure Notice

Date: [Insert Date]

To the Board of Directors,

It is with mixed emotions that I announce my departure from my position as [insert title] at [Company Name], effective [insert departure date]. After [insert duration of service], I have decided to pursue new opportunities.

I am incredibly grateful for the support and collaboration I have experienced during my time with the Board and all the teams at [Company Name]. Together, we have achieved many milestones, and I will carry those memories with me.

To ensure a smooth transition, I am committed to working closely with my successor and the remaining members of the team over the next [insert notice period]. I will do everything possible to facilitate the handover of my responsibilities and ensure continuity in our ongoing projects.

Thank you for the opportunity to be part of [Company Name]. I look forward to staying in touch, and I wish you all continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]