

Corporate Governance Board Member Changes

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of recent changes within our Board of Directors. As part of our ongoing commitment to effective governance and strategic oversight, we have made the following amendments to our board composition:

- [Name of New Board Member] - [Position] (Effective [Date])
- [Name of Resigned Board Member] - [Position] (Effective [Date])

We believe that the addition of [Name of New Board Member] will bring valuable expertise and insights to our board, enhancing our ability to govern effectively. We express our gratitude to [Name of Resigned Board Member] for their contributions during their tenure.

For any inquiries regarding these changes, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]