

# Gratitude Letter for Retiring Board Member

Date: [Insert Date]

Dear [Board Member's Name],

As you prepare to retire from your esteemed position on the board of [Agency Name], we want to take a moment to express our deepest gratitude for your dedicated service and unwavering commitment to our mission.

Your insights and leadership have significantly shaped our agency and positively impacted the lives of many in our community. Your passion for social service has inspired us all, and your contributions will be remembered fondly.

Thank you for your countless hours of service, your tireless advocacy, and your friendship. While we will miss your presence on the board, we look forward to hearing about all the adventures that await you in this new chapter of your life.

Wishing you all the best in your retirement.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]