

Farewell Letter to [Board Member's Name]

Dear [Board Member's Name],

As you step down from your role on the board, we would like to take this opportunity to express our heartfelt gratitude for your dedication and service. Your contributions have been invaluable to our organization, and your leadership will be greatly missed.

Throughout your tenure, you have brought insight, passion, and a commitment to excellence that has inspired all of us. Your vision and guidance have shaped our path forward, and we are genuinely thankful for the time you've shared with us.

We hope that this next chapter in your life brings you as much fulfillment and joy as you have brought to our team. Please keep in touch, and remember you will always be a valued member of our community.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]