

Letter of Departure

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my departure from my position on the Executive Board of [Company/Organization Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision did not come easily, as I have greatly valued my time working alongside such dedicated colleagues and contributing to the mission of [Company/Organization Name]. I am proud of what we have accomplished together and will carry these experiences with me as I move forward.

I would like to extend my gratitude to you and the board for the support and collaboration over the years. I am confident that the organization will continue to thrive and make a positive impact.

Please let me know how I can assist during this transition period. I look forward to staying in touch and wish everyone at [Company/Organization Name] all the best in the future.

Warm regards,

[Your Name]

[Your Title, if applicable]

[Your Contact Information]