

Letter of Recognition and Farewell

Date: [Insert Date]

Dear [Board Member's Name],

As we gather to bid farewell to you, we reflect on the outstanding contributions you have made during your tenure with our board. Your dedication, vision, and leadership have positively impacted our organization, and we are truly grateful for your service.

Throughout your time with us, you have consistently gone above and beyond, advocating for [specific initiatives or projects]. Your commitment has inspired not only your fellow board members but also our entire community.

We want to take this opportunity to express our appreciation for your hard work and the many positive changes you have championed. You will be greatly missed both personally and professionally, and though you are moving on, your legacy will remain with us.

We wish you all the best in your future endeavors. Please keep in touch, and know that you will always have a home among us.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]