

Board Member Term Completion

Date: [Insert Date]

To: [Board Member Name]

Address: [Board Member Address]

Dear [Board Member Name],

We would like to take this opportunity to thank you for your invaluable contributions and dedicated service as a member of the [Organization Name] Board of Directors. Your term is set to conclude on [Insert End Date], and we appreciate all the time and effort you have devoted during your tenure.

During your time with us, you have played a pivotal role in [mention any specific achievements or contributions]. Your commitment to the mission of [Organization Name] has made a significant impact.

As you transition from your role, we hope you will continue to stay engaged with our organization and support our ongoing efforts in any way you can.

Once again, thank you for your service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]