

Board Member Disengagement Letter

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

We hope this message finds you well. We wish to formally address your disengagement from the board of [Organization Name]. Over the past few months, we have noticed a decline in your participation and attendance at board meetings and related activities.

We understand that circumstances may change, and we want to ensure you feel supported during this transition. Your contributions have been valuable, and we appreciate the time and effort you've dedicated to our mission.

If you would like to discuss your disengagement or require assistance during this process, please feel free to reach out. We are here to help and would like to keep lines of communication open.

Thank you once again for your service to [Organization Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]