

Date: [Insert Date]

[Board Member's Name]

[Board Member's Address]

[City, State, Zip]

Dear [Board Member's Name],

We hope this message finds you well. We would like to take this opportunity to thank you for your valuable contributions as a member of the [Organization/Company Name] Board.

After careful consideration, we regret to inform you that your term on the board will not be renewed for the upcoming period. This decision was made in alignment with our current strategic direction and policies.

Your service has been greatly appreciated, and we acknowledge your dedication and efforts during your tenure. We wish you continued success in your future endeavors.

If you have any questions or would like to discuss this matter further, please feel free to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]