

# Board Member Status Change Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Recipient's Name],

We wish to inform you that there has been a change in the status of our board member, [Board Member's Name]. Effective [Effective Date], [he/she/they] will be stepping down from [his/her/their] position due to [reason if applicable].

We appreciate the contributions made by [Board Member's Name] during [his/her/their] tenure and wish [him/her/them] all the best in future endeavors.

Should you have any questions or require further information, please feel free to reach out.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]