

Letter of Acknowledgment for Board Member Retirement

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the entire board and staff at [Company Name], I would like to extend our heartfelt gratitude for your dedicated service as a board member. Your commitment and contributions over the years have been invaluable to our organization.

As you step into retirement, we want to take this opportunity to acknowledge your leadership and positive impact on our mission. Your insights and experience have guided us during both challenging and prosperous times.

We will miss your presence and guidance on the board, but we wish you all the best in your future endeavors. Please keep in touch and know that you will always be a part of the [Company Name] family.

Thank you once again for your service and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]