

# Letter of Appreciation

Date: [Insert Date]

To: [Board Member's Name]

[Address]

[City, State, Zip Code]

Dear [Board Member's Name],

On behalf of the Board of Directors, I would like to express our heartfelt appreciation for your dedicated service and invaluable contributions to [Organization's Name]. As you prepare to retire from your position, we want to take a moment to reflect on the impact you have had on our organization.

Your leadership and vision have played a crucial role in guiding us through [specific challenges or initiatives]. Your commitment to excellence and unwavering support has inspired us all.

We are grateful for your insight and wisdom during your tenure. You have helped shape our organization into what it is today, and for that, we will always be thankful.

As you embark on this new chapter of your life, we wish you happiness and fulfillment in all your future endeavors. Please remember that you will always be a valued member of our [Organization's Name] family.

Thank you once again for your service and dedication. Enjoy your retirement!

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]