

Commendation for Board Service

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

As you prepare to retire from your dedicated service on the board, we want to take a moment to express our heartfelt appreciation for your exceptional contributions over the years.

Your leadership and commitment to excellence have not only shaped the board but have also made a lasting impact on the organization. Your insights and strategic thinking have guided us through many challenges and successes.

As you transition into this new chapter of your life, we want you to know that you leave behind a legacy of integrity, dedication, and passion. We are grateful for the time and energy you have invested in fostering a culture of collaboration and innovation.

We wish you all the best in your future endeavors and hope you enjoy this well-deserved retirement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]