

Farewell Letter

Date: [Insert Date]

Dear [Board Member's Name],

As you prepare to retire from your position on the Board, I would like to take this opportunity to express our deepest gratitude for your dedicated service and unwavering commitment during your tenure.

Your leadership and vision have played a crucial role in guiding our organization towards success, and your contributions will be felt for years to come. We are profoundly appreciative of the time, energy, and expertise you have invested in our mission.

While we will greatly miss your insights and guidance, we wish you all the best in your future endeavors. May this new chapter bring you joy and fulfillment.

Thank you once again for everything. You will always be a valued member of our community.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]