

# Letter of Gratitude

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As you prepare to retire from your position on the Board of Directors, we wanted to take a moment to express our heartfelt gratitude for your dedicated service and immense contributions over the years.

Your leadership and vision have profoundly impacted our organization, and your commitment to our mission has set a standard for others to emulate. The time, energy, and passion you've poured into our initiatives have not gone unnoticed.

We are particularly grateful for your role in [mention specific project or achievement], which has made a lasting difference in our community.

Thank you for being a guiding light and for your unwavering support. You will be greatly missed both on the Board and as a friend.

Wishing you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]