

# [Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

On behalf of [Organization Name], I would like to formally acknowledge and express our profound gratitude for your impactful service on the Board of Directors. Your dedication, expertise, and vision have greatly influenced our mission and have helped guide us through [specific achievements or challenges].

During your tenure, your contributions have been invaluable in [describe specific contributions or initiatives]. Your leadership has not only inspired our team but has also positively impacted the communities we serve.

As you step away from your role, please know that your legacy will continue to influence our path forward. We wish you all the best in your future endeavors and look forward to staying connected.

Thank you once again for your outstanding service.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]