

Letter of Clarification on Board Role Changes

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to clarify the recent changes to the roles within our board of directors. As you may know, effective [insert effective date], the following changes have been implemented:

- [Name] has been appointed as [New Role].
- [Name] will transition to [Previous Role].
- [Name] has resigned from the board, effective [date].

These changes are part of our ongoing effort to enhance our governance and address our strategic objectives. We believe these adjustments will lead to a more effective and dynamic board.

If you have any questions or need further clarification regarding these changes, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]