

Disclosure of Board Composition Shifts

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of recent changes to the composition of our Board of Directors at [Company Name]. As part of our commitment to maintaining transparency and effective governance, we would like to disclose the following shifts:

- [Name of Departing Member] has resigned from the Board, effective [Insert Date].
- [Name of New Member] has been appointed to the Board, effective [Insert Date].

The skills and experience that [New Member's Name] brings to the Board will greatly enhance our governance and decision-making processes. We appreciate the contributions of [Departing Member's Name] and wish them the best in their future endeavors.

Should you have any questions or require further information, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]