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To: [Recipient's Email ID]

CC: [Your Email ID]

Subject: Thank You For Your Service

Dear Mr. [Recipient's Name],

As you are completing your term as a board member, I am writing this letter to thank you for your service to the organization. Your contribution to the company has been extraordinary. You took on your board responsibilities with seriousness and with sheer commitment.

The innovative ideas and valuable leadership inputs that you have brought to the company have immensely benefited the company. The relationships that you have fostered with the other partners of the company enabled the company to run smoothly without any hiccups. Again, I thank you for being a valuable board member of our company and also wish you good luck in the future.

Regards,

[Your Name]

[Contact Number]





