

[Sender's Name]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Address]

Respected Mr. [Recipient's Name],

I deeply appreciate your hard work and commitment to the organization as an executive director. Thanks for being a valuable player in the company's decision-making. Under your leadership, the company has done business significantly and increased its credibility as an advertising company in the market. You have not only contributed to the growth of the company but have played a crucial role in cementing important advertising deals for the company.

Under your watch, we have recruited some of the best talents in the industry who have enhanced the quality of advertising. I am very much convinced that, it would be difficult for us to find a replacement that can match your talent. It has been a great pleasure working with you and I hope that we continue to stay in touch. I again express my gratitude to you for being a member of the organization's board.

Yours sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]





