

Title: Reflections and Future Directions: Declining Board Membership

I. Introduction

- A. Express gratitude for the offer
- B. Acknowledge the importance of the board's mission

II. Personal Reflection

- A. Consideration of personal goals and values
- B. Assessment of current commitments and priorities

III. Reason for Declination

- A. Emphasis on alignment with personal and professional aspirations
- B. Desire to ensure effective contribution and time management

IV. Forward-Looking Perspective

- A. Maintain a supportive relationship with the organization
- B. Explore alternative ways to contribute in the future

V. Conclusion

- A. Reiterate appreciation for the opportunity
- B. Extend best wishes for the board's continued success