

Ladies and gentlemen,

I hope this message finds you well. It is with a mixture of gratitude and anticipation that I announce my decision to step down from my position on the board, effective immediately.

Serving alongside such a talented and dedicated group of individuals has been one of the most rewarding experiences of my career. I am proud of what we've accomplished together and am confident that the company will continue to thrive under your capable leadership.

I want to extend my heartfelt thanks to each of you for your support and collaboration throughout my tenure. It has been a privilege to contribute to our shared goals and to be part of such an exceptional team.

This decision was not made lightly, but I believe it is the right time for me to pass the baton and explore new opportunities. I am excited to see all the great things you will achieve moving forward.

Please know that I remain committed to supporting the organization in any way I can during this transition period.

Thank you once again for the incredible experience and for your understanding. I look forward to witnessing the continued success of the company in the years to come.

Warm regards,

[Your Name]