BOARD MEMBER EXIT LETTER

[Name of Sender]

[Position of Sender]
[Organization Name]
[Insert Address Here]

[Insert Date Here]

Dear [Insert Recipient Name Here],

[Organization Name] wishes to express our sincere appreciation for your service, contributions, and dedication to our organization during your time here as part of our Board.

Provided below is information pertaining to your departure from your role in our organization:

Return of Property and Access

Before your last day, please ensure you return all equipment, resources, or Company property in your possession to the [Organization Name] Board representative(s).

Additionally, your access to all Board materials, files, shared network drives, digital platforms, and internal communication systems will be terminated on the last day of your membership on the Board.

Privacy

[Organization Name] requests that upon your departure from our organization, you uphold your duty of confidence to protect any confidential or sensitive information pertaining to the [Organization Name], its members and any affairs affiliated with the [Organization Name]. This includes sharing any private information regarding [Organization Name] on social media, with any non-members or in any other way.

Your final day on the Board at the [Organization Name] will be [Insert Date Here] and you are welcome to contact the Board if you have any additional questions or concerns about the enclosed information or about the departure process. All departure procedures are in compliance with the [Organization Name]: Human Resources policies.

It has been a pleasure to work with you, and on behalf of the [Organization Name], we wish you the best of luck on your future endeavours.

Sincerely,
[Insert Name/Title Here]