

[Date]

Dear [Board Member],

I sincerely thank you for your willingness to serve on the [Foundation Name] Board and for the time and commitment you have given to the organization and our community. Your interest in supporting the Foundation and its mission is genuinely appreciated.

As you know, board service requires a commitment to regular attendance and active participation. Over the past several months, we have noted several unexcused absences from board meetings. We understand that personal and professional responsibilities can change over time, and we recognize that circumstances sometimes make it difficult to fulfill the commitments associated with board service.

With that in mind and in accordance with the bylaws of the Foundation, the Board has determined that it is appropriate to conclude your current term of service. This decision is not a reflection of our appreciation for you or your willingness to contribute. Rather, it reflects our responsibility to ensure that all board members can actively engage in the work of the Foundation and help advance its mission.

We greatly appreciate your past service and the interest you have shown in the Foundation. We hope this is not viewed as a permanent goodbye. A time may come when circumstances align and an opportunity to serve the Foundation again makes sense.

Thank you again for your service, your interest in the Foundation, and your commitment to our community. We sincerely wish you the best.

With appreciation,

[President's signature and name]