# **Thank you letter**

Responding to your changing advisory board needs may mean the end of tenure for certain advisory board members at various times. Reputations (yours and theirs) need to remain intact and a thank you letter is a positive way of acknowledging an individual’s service on your advisory board. Alternatively, a thank you oriented conversation over coffee or a casual drink may be all the acknowledgement your advisory board members need.

Your letter of thanks doesn’t need to be lengthy. Copy the example provided and modify it to your needs.

………………………………………………………………………………………………………………………………………………….

**Example**

[Date]

[Address of recipient]

Dear [Recipient name]:

Thank you for participating in our advisory board throughout the year. Your expertise and enthusiasm have been instrumental in guiding our business through this phase of its life-cycle and in advising proven pathways to secure its future.

As you have noted, the focus of this advisory board should now change and we need to reflect these changes in a revised advisory board composition. I would like to reiterate our thanks to you for your time and effort and hope that we can continue to engage with each other on a business level.

Yours sincerely

[Your name]

[Your title]