SARAH WILSON

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BOARD THANK YOU LETTER

Sarah Wilson

Executive, Quantum Systems Inc. sarah@email.com 222 555 7777

Dear Board of Directors and Shareholders,

I hope this letter finds you well. I wanted to take this opportunity to express my gratitude and provide you with an update on the recent activities and strategic decisions of Quantum Systems Inc.

Firstly, I would like to extend my sincerest thanks for your continuous support and guidance. Your involvement and commitment to the company's mission have been invaluable in driving our success. Each member of the board has played a crucial role in shaping our strategic direction and ensuring we stay on course.

I am pleased to inform you that over the past quarter. Quantum Systems Inc. has

Sample Thank Letter To Outgoing Board Members

Rachel Sandford

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