

Board Member Termination Letter - Formal

Subject: Termination of Board Appointment

Dear [Board Member Name],

This letter serves as formal notification that your appointment to the Board of Directors of [Organization Name] is hereby terminated, effective immediately.

This action has been taken following a resolution passed by the Board of Directors on [Date] in accordance with Article [X] of our bylaws, due to [reason - failure to attend meetings/conflict of interest/breach of fiduciary duty].

Please return all board materials, confidential documents, and access credentials to the corporate secretary by [Date]. Any outstanding committee responsibilities will be reassigned to other board members.

We thank you for your service to the organization during your tenure.

Respectfully,

[Chairman Name]

Chairman of the Board

[Organization Name]

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