

Board of Directors

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of the decision made by the Board of Directors regarding your appeal of the disciplinary action taken against you on [Insert Date]. After careful consideration of all submitted materials and testimony during the appeal hearing on [Insert Appeal Hearing Date], we have reached a conclusion.

The Board has upheld the initial disciplinary action taken against you, which includes [briefly outline the disciplinary action], due to [briefly state reasons for upholding the decision]. We believe that this decision is in the best interest of [Company/Organization Name] and aligns with our commitment to maintaining high standards of conduct.

You have the right to seek further clarification on this matter or express concerns regarding the decision by contacting [Insert Contact Person/Department] at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]