

Performance Review and Disciplinary Action Letter

Date: [Insert Date]

To: [Director's Name]

Position: [Director's Position]

Subject: Performance Review and Disciplinary Action

Dear [Director's Name],

As part of our ongoing efforts to ensure the effectiveness and accountability of the Board, we have conducted a performance review of your activities during the past [insert time period]. This review aimed to evaluate your contributions, adherence to organizational values, and overall performance in your role as a Board Director.

Performance Summary:

- Strengths: [List specific strengths]
- Areas for Improvement: [List areas that require improvement]
- Concerns: [List any major concerns or issues]

Disciplinary Action:

It has been determined that due to [describe the reason for disciplinary action], we must implement the following disciplinary action:

- [Specify disciplinary action, e.g., suspension, training, probation, etc.]
- Duration: [Specify duration if applicable]
- Follow-up Review Date: [Insert follow-up review date]

We believe that with dedication to the improvement outlined above, you can enhance your effectiveness as a Board Director. Your commitment to addressing these issues is crucial.

Please acknowledge receipt of this letter and feel free to reach out if you have any questions or wish to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]