

Suspension Notification

Date: [Insert Date]

[Director's Name]

[Director's Address]

[City, State, Zip Code]

Dear [Director's Name],

We regret to inform you that, effective immediately, you are suspended from your position as a board director of [Company Name] due to [reason for suspension]. This decision has been made in accordance with our bylaws and after careful consideration of the circumstances.

During this suspension period, you will not be allowed to participate in any board meetings or have access to company information. We will provide you with further details regarding the next steps and the duration of your suspension within [insert timeframe].

If you have any questions regarding this notification, please feel free to reach out to [Name] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]