

Termination Letter for Board Director

Date: [Insert Date]

[Director's Name]

[Director's Address]

[City, State, Zip Code]

Dear [Director's Name],

We regret to inform you that the Board of Directors of [Company Name] has decided to terminate your position as a Board Director, effective immediately, for cause.

This decision was made based on [specific reasons for termination, e.g., breach of fiduciary duty, failure to adhere to company policies, misconduct, etc.]. As a result of this action, you will no longer have any rights or responsibilities associated with your directorship.

Please arrange to return any company property in your possession by [insert return date]. If you have any questions or need clarification regarding this termination, feel free to reach out to [Contact Person] at [Contact Information].

We thank you for your prior contributions to [Company Name] and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]