

# Disciplinary Action Notice

Date: [Insert Date]

To: [Director's Name]

Board Director

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Director's Name],

This letter serves as a formal notice of disciplinary action taken against you as a member of the board of directors of [Company Name].

On [Date of Incident], it was brought to the attention of the board that your conduct during [specific incident or time period] did not align with the standards of behavior expected from our directors. The following actions were observed:

- [Description of the first observed behavior]
- [Description of the second observed behavior]
- [Additional descriptions as necessary]

As a result of your actions, the board has decided to impose the following disciplinary actions:

- [Details of the first disciplinary action]
- [Details of the second disciplinary action]
- [Additional disciplinary actions as necessary]

Please be aware that failure to adhere to these disciplinary actions may result in further consequences, including the potential for removal from the board of directors.

We encourage you to reflect on this matter and take the necessary steps to align with the expectations of your position.

Sincerely,

[Your Name]

[Your Title]

[Company Name]