

Notice of Breach of Fiduciary Duty

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of concerns regarding a potential breach of fiduciary duty related to your role as [Recipient Title] at [Company Name].

It has come to our attention that [briefly describe the actions or omissions that are believed to constitute a breach of fiduciary duty, including specific incidents, dates, and the nature of the breach].

As you are aware, as a corporate officer, you owe a duty of loyalty and care to the company and its shareholders. This includes [mention relevant duties]. The aforementioned actions [or inactions] appear to contravene these obligations.

We expect your prompt response to this matter and your plan to rectify these issues by [insert deadline for response]. Failure to adequately address this situation may result in further actions, including but not limited to [mention potential consequences, such as legal action or disciplinary measures].

We look forward to your cooperation in resolving this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Your Contact Information]