

Board Member Contract Termination Letter

Date: [Insert Date]

[Board Member's Name]
[Board Member's Address]
[City, State, ZIP Code]

Dear [Board Member's Name],

We are writing to formally notify you of the termination of your contract as a member of the Board of Directors for [Organization's Name], effective [Effective Date].

This decision was made after careful consideration and is in accordance with [reference any relevant policies or procedures]. We appreciate your contributions during your tenure and wish you the best in your future endeavors.

If you have any questions or require further information, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Organization's Name]
[Contact Information]