

Board Member Dismissal Letter

Date: [Insert Date]

[Board Member's Name]

[Board Member's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

We hope this letter finds you well. After careful consideration, the Board of Directors has decided to terminate your position as a board member of [Organization Name] effective immediately.

This decision has not been made lightly. We appreciate your contributions during your tenure, and we believe this course of action is in the best interest of the organization at this time.

We thank you for your service and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]