

Board Member Termination Announcement

Date: [Insert Date]

Dear [Organization Name] Members,

We regret to inform you that effective immediately, [Board Member's Name] has been terminated from their position on the Board of Directors of [Organization Name]. This decision was made after careful consideration and reflects our commitment to maintaining the integrity and effectiveness of our board.

We appreciate the contributions [Board Member's Name] made during their tenure and wish them well in their future endeavors.

If you have any questions or concerns regarding this decision, please feel free to reach out to [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]