

# Board Disciplinary Action Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notification of the disciplinary action taken by the Board concerning your conduct on [Insert Date of Incident]. After thorough consideration and investigation, the Board has concluded that your actions violated [Insert Relevant Policies/Guidelines].

As a result of these findings, the following disciplinary action will be taken against you:

- [Description of Action, e.g., suspension, probation, etc.]
- [Duration of Action]
- [Any additional terms or conditions]

You have the right to appeal this decision. If you wish to file an appeal, please submit your written request to [Insert Contact Information] within [Insert Timeframe].

We hope that you will take this opportunity to reflect on your actions and work towards improved conduct in the future.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]