

Board Suspension Notice

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

This letter serves as formal notice of your suspension from the board of [Organization Name], effective immediately due to [reason for suspension].

The board has reviewed the circumstances surrounding this matter and has made the decision based on [cite any relevant policies, bylaws, or minutes]. Your suspension will remain in effect until [end date or conditions for reinstatement, if applicable].

Please arrange to return any organization property and to provide any outstanding reports or documents by [specific deadline].

If you wish to discuss this matter further, please feel free to reach out via [contact information]. We appreciate your understanding in this sensitive matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]