

Disciplinary Procedure Commencement

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

We are writing to formally notify you that we are commencing a disciplinary procedure regarding your conduct as a member of the Board of [Organization Name]. This decision has been made following recent events that have raised serious concerns about your actions and decisions.

Details of the concerns include:

- [Concern 1]
- [Concern 2]
- [Concern 3]

You are required to attend a meeting scheduled for [Insert Date & Time] at [Location or Virtual Platform], where you will have the opportunity to respond to the concerns raised. This meeting will be conducted in accordance with our disciplinary policy.

We recommend that you consider seeking support, such as legal representation or a colleague, to assist you in this matter.

Please acknowledge receipt of this letter and confirm your attendance at the meeting by [Insert Deadline]. If you have any questions, feel free to reach out to [Contact Name & Position].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]