

Formal Warning Letter

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Formal Warning Regarding Board Conduct

Dear [Board Member's Name],

This letter serves as a formal warning regarding your recent conduct during board meetings, which does not align with the standards set forth by [Organization/Company Name]. On [insert date(s)], your behavior was observed to be [describe specific incidents, e.g., disruptive behavior, disrespectful remarks], which is not acceptable in a professional setting.

It is imperative that all board members adhere to the organization's code of conduct, which promotes a respectful and collaborative environment. Continuous failure to comply with these expectations may result in further disciplinary action.

We encourage you to reflect on your actions and make the necessary adjustments moving forward. Should you have any concerns or wish to discuss this matter further, please feel free to reach out.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]