To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Termination Letter to a Board Member**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to inform you that as per [mention the legal section and act or ordinance’s name], the Board of Directors of [mention Company name] has voted to terminate your appointment as a member of the Board of Directors of [mention Company name].

This action of the Board of Directors is taken by means of a resolution passed by voting at the meeting held on [mention date of the meeting]. Please find attached to this letter a sealed copy of the original resolution.

For any queries or further details, feel free to make contact.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]