

## **Example of Letter to Remove Board Member**

[Your Name]  
[Your Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip]  
[Date]

[Board Member's Name]  
[Board Member's Address]  
[City, State, Zip]

**Subject: Request for Resignation from [Organization Name] Board of Directors**

Dear [Board Member's Name],

I trust this letter reaches you well. Following extensive deliberations among the Board of Directors and in consultation with our legal counsel, we have resolved to request your resignation from the Board of Directors of [Organization Name], effective [Date].

The board has identified several instances of conduct that violate our organization's code of ethics and policies, specifically [provide specific examples of misconduct or policy violations]. Despite numerous discussions and warnings aimed at rectifying these issues, there has not been a noticeable improvement in your conduct.

In alignment with the bylaws of [Organization Name] and the legal advice we have garnered, we believe that requesting your resignation is a requisite measure to uphold the integrity, values, and effective functioning of our organization.

We kindly request that you tender your formal resignation by [Deadline Date]. Should we not receive your resignation by the stipulated date, we will be compelled to initiate formal removal proceedings as outlined in our bylaws and as per the legal framework governing our operations.

We acknowledge and appreciate the contributions you have made during your tenure on the board and hope for an amicable resolution to this matter. Should you have any questions or need further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email].

We appreciate your prompt attention to this serious matter.

Warm regards,

[Your Name]  
[Your Title]  
[Your Email]  
[Your Phone Number]\*\*

# Sample Letter Of Removal Of Board Member

**SJ Ball**



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