

Trustee Appointment Notification

Dear [Trustee's Name],

We are pleased to inform you that you have been appointed as a trustee for [Organization/Trust Name], effective [Start Date]. This appointment highlights our confidence in your experience and commitment to our mission.

Your responsibilities will include:

- Overseeing the management of the trust's assets.
- Ensuring compliance with legal and regulatory requirements.
- Participating in meetings and contributing to strategic planning.

Please find enclosed the trustee agreement and guidelines for your reference. We ask that you sign and return the agreement by [Due Date].

Should you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone].

We look forward to working together to achieve our goals.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]