

Letter of Agreement to Join the Board of Directors

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to formally accept the invitation to join the Board of Directors of [Company Name], effective [Start Date]. I am committed to contributing to the strategic vision and governance of the organization, and I look forward to collaborating with fellow board members to achieve [Company Name]'s goals.

I understand the responsibilities involved in this position and agree to devote the necessary time and effort to fulfill my duties. I am also aware of the company's policies regarding board member conduct and confidentiality.

Please find attached the necessary documents that further outline the responsibilities and expectations for board members. Should you have any additional information or paperwork for me, please do not hesitate to reach out.

Thank you for this opportunity. I look forward to working together to advance the mission of [Company Name].

Sincerely,

[Your Name]
[Your Position, if applicable]