

# Confirmation of Board Director Role

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your appointment to the Board of Directors of [Company Name] effective [Start Date]. We believe your expertise and vision will be invaluable as we continue to pursue our goals.

As a board member, you will be expected to:

- Participate in board meetings and contribute to decision-making.
- Provide strategic guidance and oversight.
- Act in the best interest of [Company Name] and its stakeholders.

We look forward to your valuable contributions and insights. Please sign and return a copy of this letter to confirm your acceptance of the role.

Thank you, and welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]