

Board Director Appointment Confirmation

Date: [Insert Date]

[Director's Name]

[Director's Address]

[City, State, Zip Code]

Dear [Director's Name],

We are pleased to formally confirm your appointment as a Director of [Company Name], effective [Start Date]. Your expertise and leadership will be invaluable to our board and the overall success of our organization.

As a board member, you will be expected to attend regular meetings, contribute your insights, and uphold the values and mission of [Company Name]. We look forward to your active participation and guidance.

Please sign and return a copy of this letter to confirm your acceptance of this appointment.

Thank you for your commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acceptance of Appointment:

[Director's Name]

Date: _____