

Board Director Hiring Authorization

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Hiring Authorization for Board Director Position

Dear [Insert Recipient's Name],

We are pleased to inform you that the board of directors has approved the hiring of a new board director for our organization. This decision has been made to enhance our strategic initiatives and increase our governance capacity.

Please proceed with the following:

- Post the job description for the Board Director position on relevant platforms.
- Screen applicants and present a shortlist to the board for final interview consideration.
- Ensure that the hiring process adheres to our diversity and inclusion principles.

The target start date for the new Board Director is [Insert Start Date]. Please keep us updated on progress and any challenges you may encounter during the hiring process.

Thank you for your attention to this matter. We are looking forward to welcoming a talented individual to our team.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]