

Board of Directors

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your appointment as a Board Director for [Company Name] has been ratified by the Board of Directors in our recent meeting held on [insert date of meeting]. This decision reflects our confidence in your capabilities to guide our company towards achieving its strategic objectives.

Your responsibilities will include but are not limited to:

- Participating in board meetings and contributing to the decision-making process.
- Providing strategic guidance and oversight to the management team.
- Ensuring compliance with legal and regulatory requirements.
- Acting in the best interest of the shareholders and stakeholders.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter. We look forward to working with you and benefiting from your expertise.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

This letter is for the sole use of the individual or entity to which it is addressed.