

# Letter of Appointment

Date: [Insert Date]

To: [Director's Name]

[Director's Address]

## **Subject: Appointment to the Role of Board Director for Merger Integration**

Dear [Director's Name],

We are pleased to formally appoint you to the position of Board Director overseeing the Integration Committee as we move forward with the merger of [Company A] and [Company B]. Your vast experience and strategic insight will be invaluable in ensuring a seamless integration process.

### **Key Responsibilities:**

- Lead strategic discussions on merger integration.
- Facilitate cross-departmental collaboration among the merging entities.
- Monitor progress against key integration milestones.
- Report regularly to the board on integration status and challenges.

We appreciate your willingness to take on this critical role and trust that your leadership will contribute to the success of the merger.

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]