

Confirmation of Board Director Cross-Functional Team Membership

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your appointment as a member of the Board Director Cross-Functional Team. Your expertise and insights will be invaluable as we work together to achieve our strategic objectives.

Your participation will commence on [Start Date] and will involve regular meetings held [Frequency of Meetings] at [Location/Virtual]. We expect your commitment to be crucial in driving our initiatives forward.

Please confirm your acceptance of this position by signing and returning the enclosed copy of this letter by [Response Deadline]. Should you have any questions, please do not hesitate to reach out.

We look forward to your valuable contributions to the team.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Your Contact Information]

Enclosure: Acceptance Confirmation