

Welcome to the Board!

Dear [Board Member's Name],

Congratulations on your recent appointment to the [Organization's Name] Board of Directors! We are thrilled to have you join us and look forward to your valuable contributions.

To help you get started, we have compiled some resources and support information:

- **Board Orientation Manual:** Attached you will find a comprehensive manual that outlines our mission, vision, key policies, and protocols.
- **Upcoming Meetings:** Our next Board meeting is scheduled for [Date & Time]. The agenda will be sent out in advance.
- **Key Contacts:** Please feel free to reach out to the Board Chair, [Chair's Name], at [Chair's Email] or myself at [Your Email] for any questions.
- **Training Opportunities:** Various training sessions are available to familiarize yourself with board responsibilities, governance, and best practices. Information can be found [Insert Link or Location].

Your involvement is essential to our success, and we are here to support you every step of the way. Thank you for your commitment to [Organization's Name], and welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Your Contact Information]