

Appointment to the Board of Directors

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that the Board of Directors of [Company Name] has unanimously voted to appoint you as a member of the Board, effective [Start Date]. This appointment is a testament to your remarkable experience, expertise, and commitment to excellence.

As a member of the Board, you will be expected to actively participate in our strategic planning, provide guidance on key issues, and contribute to the overall governance of the company.

Please review the enclosed materials, which outline your responsibilities and the expectations of board members. We would be grateful for your acceptance of this appointment and kindly ask you to confirm your acceptance by [Response Deadline].

We look forward to your contributions and insights that will significantly benefit [Company Name].

Thank you for your willingness to serve on our Board of Directors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]