

Board Membership Confirmation

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your appointment as a member of the Board of Directors of [Organization's Name], effective [Start Date]. We are excited to have you join our team and look forward to your contributions in guiding and supporting our mission.

Your responsibilities will include attending board meetings, participating in committees, and providing your expertise as we work toward our strategic goals.

Thank you for accepting this important role within our organization. If you have any questions or need further information, please do not hesitate to reach out.

Welcome to the Board!

Sincerely,

[Your Name]
[Your Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]