

Board Position Offer Letter

Date: [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to extend an offer for you to join the Board of Directors of [Company Name] as [Position Title]. Your extensive experience and expertise in [specific area] align perfectly with our commitment to effective corporate governance and strategic growth.

Your term is expected to commence on [Start Date] and will run for a period of [Length of Term]. As a member of the Board, you will be responsible for attending quarterly meetings, providing oversight and guidance on corporate affairs, and contributing to the strategic direction of the company.

In recognition of your service, you will receive an annual retainer of [Amount], along with potential stock options and other benefits as outlined in our Board Compensation Policy.

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are excited about the prospect of you bringing your valuable insight to our team.

Thank you for considering this opportunity. We look forward to welcoming you aboard.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]