

Board Position Offer Letter

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to inform you that the Board of Trustees of [Institution Name] has unanimously agreed to offer you a position on our Board of Directors. Your extensive experience and commitment to education make you an excellent fit for our institution.

As a board member, your responsibilities will include attending quarterly board meetings, participating in strategic planning, and contributing to policy development. We believe your expertise will greatly enhance our mission to provide quality education to our students.

The term for this position is [insert term length], commencing on [insert start date]. Should you accept this offer, we will provide you with further information regarding the orientation process and upcoming meetings.

Please indicate your acceptance of this offer by signing below and returning a copy to us by [insert deadline for acceptance].

We are excited about the possibility of you joining our Board and look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Signature of Board Member
Date: _____