

Announcement of Interim Board Member

Date: [Insert Date]

Dear [Organization Name] Team,

We are pleased to announce that [Interim Board Member's Name] has joined the [Organization Name] as an interim board member effective [Start Date]. With a wealth of experience in [relevant experience/field], we believe [he/she/they] will provide valuable guidance and support during this transitional period.

[Interim Board Member's Name] has previously held positions at [list any notable organizations or roles], where [he/she/they] was instrumental in [briefly mention achievements or contributions]. We are confident that [his/her/their] leadership and insights will be an asset to our board.

Please join us in welcoming [Interim Board Member's Name] to our team. We look forward to the positive impact [he/she/they] will undoubtedly have on our mission and goals.

If you have any questions or would like to know more about [Interim Board Member's Name], feel free to reach out.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]